

POSITION: Maintenance Worker I

GRADE: 4N

FLSA: Non-Exempt

DATE: 11/98

Job Summary: Responsible for providing cleaning, maintenance, and other manual labor for tasks in the following areas: grounds keeping, plumbing, electrical, and mechanical systems, transporting equipment and supplies, carpentry, painting, masonry, and others as assigned; works under close supervision; performs other duties as assigned.

Essential Functions:

1. Performs preventive maintenance to systems, equipment, buildings, etc., as directed;
 2. Installs and repairs lights and other electrical fixtures and equipment;
 3. Installs and repairs plumbing;
 4. Performs grounds keeping duties as assigned, including snow and ice removal, mowing, weeding, mulching, trimming;
 5. Prepares and paints interior and exterior surfaces of buildings and parking lot traffic markings;
 6. Maintains and repairs equipment and machinery as assigned;
 7. Transports recycling materials and trash to landfill;
 8. Moves office furniture as directed;
 9. Receives and delivers office supplies;
 10. Assists mechanics with installation of machinery, construction, ventilation, wiring, and other projects as assigned;
 11. Opens, closes, and secures buildings and property;
 12. Installs and repairs small office equipment including locks and signs;
 13. Maintains various reports of equipment, machinery, and tools as directed;
 14. Performs other duties as assigned;
 15. Reports to work regularly and on-time.
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Required Knowledge, Skills, and Abilities:

1. Ability to use and maintain assigned equipment, including a variety of power and non-power equipment;
 2. Ability to perform preventive maintenance, repairs, and adjustments to assigned building fixtures, systems, tools, equipment, and/or machinery;
 3. Ability to follow oral and written instructions, including work orders and operating manuals;
 4. Ability to work effectively with others;
 5. Ability to operate various plow trucks, dump trucks, and other motor vehicles may be required.
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Education and Experience:

1. High School diploma or G.E.D.;
 2. No previous experience required;
 3. Or equivalent technical training, experience, and education;
 4. 18 years of age
 5. Valid Driver's License.
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Physical and Environmental Conditions: Work requires constant physical effort and occasional strenuous effort. For example, walking extensively, climbing stairs, working in a stooped position over a long period of time, standing for extended periods of time, lifting or handling moderately heavy equipment or materials, and/or shoveling snow for extended periods of time may be required.

Work involves risks or discomforts which require special safety precautions, for example, working around moving parts or machines. Employees may be required to use protective clothing or gear such as boots, goggles, gloves, or shields; requires working in extreme weather conditions, including rain, heat, and cold. Must be willing and able to work inside buildings after space heating and/or cooling is turned off.

The above job description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
