



CLASSIFICATION SPECIFICATION

CLASS NUMBER 40131

MAINTENANCE REPAIR WORKER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Maintenance Repair Worker may not perform all of the duties listed. However, it is mandatory that the first duty (I) is performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Maintenance Repair Worker position is to maintain and repair the interior and exterior of buildings. In addition, the incumbent is required to perform various janitorial duties. The incumbent also performs general maintenance duties.

Duties

Frequency: 50% +/-10%

- I. Maintains and repairs the interior and exterior of buildings.
 - A. Performs maintenance duties.
 - B. Repairs interior and exterior of buildings using various hand and power tools and equipment.

Frequency: 35% +/-10%

- II. Performs janitorial duties for the county department of job and family services.

Frequency: 10% +/-3%

- III. Performs general maintenance duties of grounds.

Frequency: 3% +/-2%

- IV. Assembles, moves and relocates furnishings.

Frequency: 2% +/-1%

- V. Performs general clerical duties when necessary.



**KSA'S FOR THE
JOB CLASSIFICATION OF
MAINTENANCE REPAIR WORKER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Cleaning and janitorial functions; Maintenance practices; Safety practices; Building maintenance operations; Inventory control; Purchasing practices; All building repair operations (e.g., electrical, plumbing, carpentry, etc); Agency recycling program; Agency security system; Tools for maintaining and repairing building.	Oral communication; Maintaining and repairing interior and exterior of buildings; Mechanical.	Maintain inside and outside of building; Repair plumbing system; Repair carpet, tile and furniture; Repair heating and cooling units; Replace bulbs, fixtures, switches, small motors, etc.; Maintain recycling program; Check smoke alarms and exit signs for proper functioning; Perform basic electrical repairs; Ensure bathrooms are fully stocked; Perform minor repairs to gutters, walls, windows, doors, equipment, etc.; Respond to emergency repair needs (e.g., floods); Purchase and maintain proper inventory of maintenance supplies and materials; Write reports and maintain accurate records; Maintain tools by cleaning or sharpening them.
II	Cleaning and janitorial functions; Building maintenance operations.	Performing physical labor; Cleaning buildings and equipment.	Physically perform manual labor; Perform general custodial duties.
III	Grounds maintenance operations; Lawncare practices.	Operating landscaping equipment.	Physically perform manual labor; Provide lawncare maintenance to grounds outside of building.
IV	Office equipment and furnishings.	Perform mechanical operations; Performing physical labor.	Exert considerable to heavy physical effort; Ability to build or assemble objects; Ability to read directions.
V	General clerical duties; Office practices and procedures.	Oral communication; Organization.	File paperwork; Pick up mail; Answer telephone.



Minimum Qualifications

- One year of experience in performing general maintenance tasks (e.g., basic & semi-skilled electrical, plumbing, carpentry, heating and cooling, and masonry repair and use of associated hand and power tools). Also requires formal education in arithmetic that includes addition and subtraction and reading and writing common English vocabulary.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires some responsibility for the safety of others. The incumbent comes in contact with potentially dangerous tools and equipment and must be careful not to injure anyone. Additionally, the position involves risks and discomforts that require special safety precautions. The employee uses power tools, climbs ladders, is exposed to electricity, and runs the risk of serious injury. Proper safety gear, such as gloves and boots, must be worn in certain situations.