



MAINTENANCE WORKER

SCOPE OF WORK:

Individuals assigned to positions in this series perform duties required for the maintenance and repair of buildings, grounds, athletic facilities, gardens, and/or highway rest areas.

DUTIES PERFORMED AT ALL LEVELS:

- Observe established safety practices and procedures in working with chemicals, materials, and equipment commonly used by the work unit.
- Perform general labor and grounds work such as picking up trash and litter, mowing grass, snow removal, operating maintenance equipment, etc.
- Prepare and maintain athletic fields such as football and baseball fields, ice and hockey rinks, golf courses, indoor and outdoor tracks, tennis courts, etc.
- Plant, fertilize, spray, water, prune, seed, propagate, and cultivate grasses, flowers, bushes, trees, and other plants and shrubbery
- Move furniture, equipment, and supplies.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MAINTENANCE WORKER I

8201

GRADE E

LEVEL DEFINITION:

Individuals in positions at this level perform, under direct supervision, a wide variety of manual and semiskilled tasks in the general cleaning, maintenance, and minor repair of buildings and grounds.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform custodial tasks in facility maintenance such as installing window glass and hardware, fire protection equipment, bath and kitchen equipment, etc.; repair chairs, flooring, roof, etc.
- Assist with or supervise the maintenance of the institution's greenhouse.
- May supervise or function as a leadworker over temporary or seasonal helpers, patients, residents, and/or institutional helpers.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and one year of custodial or facility maintenance experience including tasks such as gardening, landscaping, grounds-keeping, etc.; or three years of custodial or facility maintenance experience including tasks such as gardening, landscaping, grounds-keeping, etc.

MAINTENANCE WORKER II
GRADE G

8202

LEVEL DEFINITION:

Individuals in positions at this level perform, under general supervision, semiskilled and skilled maintenance and repair work, or assist skilled trades workers with difficult maintenance and repair projects.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform building and equipment maintenance work such as rough masonry, plumbing, carpentry, minor electrical repairs, etc.; adjust and maintain electric, gas, or oil burning heaters and stoves, refrigeration equipment, elevators, ventilating fans, etc. Inspect and clean filters, pumps, and controls.
- Supervise and participate in mowing grass, removing snow, operating grounds maintenance equipment, etc.
- Instruct other employees on the operation and maintenance of equipment.
- Supervise and participate in preparing and conditioning athletic fields.
- Develop plans for the institution's landscape.
- Supervise and maintain the institution's greenhouse.
- Inspect the work of maintenance personnel to ensure compliance with appropriate procedures; maintain required records.
- May supervise lower level maintenance personnel.

MINIMUM QUALIFICATIONS:

The appointing authority shall establish a specific additional type and amount of experience required when recruiting at this level.

Eff. Date: 10/74 – Grounds worker I, & II, Class Code 8001-2

Rev: 07/76 – Changed to Building & Grounds Worker I, and II

Rev: 07/79 – Combined Class Codes 8001-2, 8008, 8016, 8201-2; changed title

Rev: 08/92 – Administrative factoring project

Rev: 03/98 – Rewritten in current format

Rev: 07/12 – Conversion to Hay System