



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Phone: (701) 328-3290

Class Code(s): 8209

8210

GENERAL TRADES MAINTENANCE WORKER

SCOPE OF WORK:

Work involves performing duties in a number of trades areas including carpentry, painting, plumbing, electrical, heating plant boiler operation and maintenance, mechanical systems, etc., within a large physical plant operation.

DUTIES PERFORMED:

- Perform carpentry maintenance, repair, and building work such as installing windows and doors, building partitions, repairing minor structural damage, etc.
- Perform masonry maintenance to include mixing cement and plaster and performing minor repair and installation work.
- Perform general interior and exterior painting work to include paint mixing and using a variety of application methods.
- Perform machinist work to provide general maintenance, repair, and installation of equipment.
- Perform heating plant boiler operation and general maintenance duties.
- Perform general maintenance and repair of electrical systems; perform installation of minor systems such as lighting units and related wiring.
- Perform plumbing maintenance, repair of the water and sewer systems, and installation and maintenance of associated fixtures such as toilets, sinks, and faucets and controls.
- Perform heating and air conditioning system maintenance, repair, and installation and adjustment of control units.
- Install, maintain, and repair locks.
- Perform grounds maintenance duties, including operation of equipment for mowing, lawn fertilization and aeration, snow removal, tree trimming, and general cleanup.

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

GENERAL TRADES MAINTENANCE WORKER I

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GRADE H*

LEVEL DEFINITION:

Work is characterized as an “apprentice-level” to multiple trades. Therefore, work responsibilities for this class are actually greater than a single-trade apprentice due to knowledge required in a multitude of trades and accountability for a wide variety of functions. Work is normally performed under the direction of a skilled trades worker or

a physical plant director. Work performed in certain trades areas, such as plumbing, electrical, etc. is reviewed by a skilled trades worker licensed in the specific trade.

ADDITIONAL DUTIES PERFORMED:

- None.

MINIMUM QUALIFICATIONS:

Requires completion of high school or GED and two years work experience in one or more of the trades areas in which duties will be performed or in related work that clearly shows a general knowledge of tasks that will be performed and will reflect the skills needed to work in a variety of trades areas. Vocational or technical education in a field comparable to the position's primary responsibility may substitute for up to one year of the work experience requirement on a year-for-year basis.

GENERAL TRADES MAINTENANCE WORKER II

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GRADE I*

LEVEL DEFINITION:

Work at this level is normally of a more complex and technical nature and performed more independently than work at the first level of the series. It is usually performed under the general direction of a skilled trades worker or a physical plant director, with completion of certain tasks reviewed by a skilled trades worker licensed in the specific trade.

ADDITIONAL DUTIES PERFORMED:

- Participate in planning and carrying out significant maintenance projects involving carpentry; electrical; heating, ventilation, and air; plumbing; or other maintenance-related tasks within the work area.
- Participate in the planning, implementation, monitoring, and maintenance of energy management systems requiring use of various monitoring hardware and software.
- Plan, install, and maintain wiring and related components for computer network systems.
- Install and maintain electronic lock and surveillance systems.
- Coordinate work activities or projects within the work unit; may serve a lead worker role in the work unit or fill in during absence of the supervisor.

MINIMUM QUALIFICATIONS:

Requires completion of high school or GED and four years of work experience in one or more of the trades areas in which duties will be performed or in related work that clearly shows a general knowledge of tasks to be performed and reflects the skills needed to work in a variety of trades areas. Vocational or technical education in a field

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comparable to the position's primary responsibility may substitute for up to two years of the work experience requirement on a year-for-year basis.

Eff. Date: 11/94

Rev: 10/99 – Added second level, reevaluated market data for pay grade exception

Rev: 08/05 – Reviewed pay grade exception and class evaluation

* Denotes pay grade exception

Rev: 07/12 – Conversion to Hay System