

Job Classification Specification

Jobcode Data

Effective Date Job Code 062952 Status A Reg/Temp Preferred

Description BUILDING MAINTENANCE WORKER 2

Minimum Salary Range \$3150.00 Maximum Salary Range \$4733.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general supervision, performs semi-skilled and skilled building maintenance work of average difficulty; and performs related work as required.

Distinguishing Features: An employee in this class performs a variety of tasks including painting, carpentry, plumbing, electrical, masonry, and general mechanical repair work. This class differs from that of Building Maintenance Worker 1 in that an incumbent of the latter works under immediate supervision and performs unskilled and semi-skilled building maintenance work. This class differs from that of Building Maintenance Worker 3 in that an incumbent of the latter is a lead worker.

RESPONSIBILITIES

Organizing, Planning, and Prioritizing Work:

1. Prioritizes daily tasks and activities to meet operational requirements.

Controlling Machines and Processes:

1. Operates and utilizes a variety of tools and equipment such as assorted hand and power tools, plungers, sewer rodders, drills, skill saws, and grinders.

Making Decisions and Solving Problems:

1. Identifies maintenance issues in order to repair/resolve issues or report issues to someone who can repair/resolve them.

Inspecting Equipment, Structures, or Material:

1. Inspects devices such as electrical systems, basic plumbing, mechanical systems (i.e., HVAC, laundry, and food service equipment), removes and replaces defective parts to determine necessary repairs.

Repairing and Maintaining Mechanical Equipment:

1. Performs routine repairs on standard work equipment.

Performing General Physical Activities:

1. Rewires electrical outlets and breaker boxes.
2. Performs routine electrical tasks such as replacing light bulbs, ballasts, low voltage transformers, power poles, receptacles, and wall switches.
3. Repairs windows, doors, flooring, woodwork, drywall or other parts of building structures.
4. Performs basic carpentry tasks such as repairing doors, gates, broken windows, and installing bulletin boards, hanging drywall, building walls, minor roofing repair, building shelving, and caulking.
5. Polices grounds.
6. Performs minor HVAC repair such as changing belts, filters, or motors.
7. Performs minor construction projects.
8. Performs plumbing tasks such as unstopping commodes, replacing fixtures, drains, and repairing leaks.
9. Performs landscaping tasks such as planting flowers, mowing, sharpening mower blades, and changing mower oil and oil filters.
10. Performs janitorial tasks such as floor buffing, mopping, power washing, wall cleaning, vent cleaning, sink and mirror cleaning, supply restocking, and shampooing carpet.
11. Performs basic welding.
12. Removes trash and cleans trash cans.

Monitor Processes, Materials, or Surroundings:

1. Reviews preventative maintenance plans in order to perform routine preventative maintenance to ensure that equipment continues to run smoothly, building systems operate efficiently, and/or the physical condition of building does not deteriorate.
2. Performs daily walk through/inspection of facilities to ensure proper working conditions.
3. Assists in performing inventory of work related supplies and materials.

Communication with Supervisors, Peers, or Subordinates:

1. Provides direction and oversight to others as needed.
2. Reports to supervisor the inventory of cleaning supplies, repair tools, or replacement parts.

Getting Information:

1. Reads work orders, receives instructions from supervisors, or previous shift workers to determine work requirements.

Communicating with Persons Outside the Organization:

1. Communicates with outside vendors and customers to provide basic customer service and direct persons to appropriate solutions and answers.

Operating Vehicles, Mechanized Devices, or Equipment:

1. May operate state issued pick-up truck, golf cart, watercraft, or other vehicle.

Estimating the Quantifiable Characteristics of Products, Events, or Information:

1. Performs repair work using diagrams, drawings, or maintenance manuals.
2. Assists supervisor in determining supplies or materials needed to perform work activities.

Provide Consultation and Advice to Others:

1. Provides expert advice to members and agency SLB coordinators regarding the payment and application process.
2. Provides input regarding sub-processes in determining and maintaining files for process improvements.

Handling and Moving Objects:

1. Assists in unloading supplies, tools, and equipment.
2. Moves objects such as large furniture, file cabinets, cubicles, chairs, desks, and bookshelves.
3. Restocks maintenance supplies.
4. Sets up cubicle spaces, conference rooms, and areas for special events.

Documenting/Recording Information:

1. Records routine reports of time expended and materials used.

Interacting with Computers:

1. Uses human resource software to enter time worked and leave requests.

QUALIFICATIONS

Education and Experience: Experience equivalent to three years of full-time increasingly skilled labor and trade work including, at least, two years in building maintenance work.

Necessary Special Qualifications: Applicants for this class must possess a valid driver's license. Positions within the Division of Rehabilitation Services of the Department of Human Services will be required to:

1. Complete a criminal history disclosure form in a manner approved by the appointing authority;
2. Agree to release all records involving their criminal history to the appointing authority;
3. Supply a fingerprint sample prescribed by the TBI based criminal history records check;
4. Submit to a review of their status on the Department of Health's vulnerable persons registry.

COMPETENCIES**Competencies:**

1. Time Management
2. Action Oriented
3. Drive for Results
4. Perseverance

5. Customer Focus
6. Integrity and Trust
7. Peer Relationships
8. Self- Development
9. Boss Relationships
10. Self knowledge

Knowledge:

1. Basic Knowledge of Building and Construction
2. Basic Knowledge of Design
3. Basic Knowledge of Mechanical
4. Basic Knowledge of Public Safety and Security

Skills:

1. Active Learning
2. Active Listening
3. Equipment Maintenance
4. Equipment Selection
5. Mathematics
6. Reading Comprehension
7. Repairing
8. Troubleshooting

Abilities:

1. Oral Comprehension
2. Problem Sensitivity
3. Near Vision
4. Selective Attention

TOOLS & EQUIPMENT

1. Basic Hand Tools
2. Basic Power Tools
3. Carpet Cleaners
4. Floor Buffers
5. Janitorial Equipment
6. Landscaping Tools
7. Volt Meters