

MAINTENANCE WORKER
SALARY RANGE: \$25,384-\$39,346

General Statement of Duties

Performs responsible unskilled and some semi-skilled manual work in buildings and grounds maintenance.

Distinguishing Features of the Class

Employees in this class perform manual labor involving a variety of buildings and grounds maintenance tasks. Work involves the use of and maintenance of a variety of tools and light equipment. Work also involves assisting the supervisor as a helper in a variety of skilled trades such as electrical, carpentry, plumbing, masonry, horticultural and other tasks. The employees are subject to working in both inside and outside environments, in hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Duties may expose the employees to human body fluids and thus the work is subject to the OSHA requirements on bloodborne pathogens. Work is performed in accordance with established policies and procedures supplemented by instructions and the regular supervision of the Building and Grounds Supervisor and is evaluated through observation and inspection to determine the thoroughness in carrying out assigned duties.

Duties and Responsibilities

Essential Duties and Tasks

- Cleans buildings; vacuums, mops, sweeps, dusts, cleans and sanitizes restrooms and restroom fixtures; cleans dog kennels.
- Stocks restrooms with paper products such as towels and tissue; stocks soap.
- Performs minor repairs; changes light bulbs, unclogs toilets; replaces toilet seats; replaces gaskets and faucets.
- Serves as helper and assists supervisor with repairs to electrical, plumbing, or HVAC system; assists with cleaning sewer lines, roof repairs, replacing HVAC parts and units, replacing light switches, etc.
- Performs a variety of grounds maintenance tasks such as cutting grass using power and riding mowers, trimmers, leaf blowers and hand equipment; rakes, removes leaves and debris; trims shrubbery, edges curbs and sidewalks; picks up trash.
- Maintains landscaping; plants flowers, shrubs, and other ornamental horticulture; maintains by watering, pruning, trimming, mulching, fertilizing, spraying, branch and limb removal, etc.
- Uses a variety of hand and power tools including mowers, vacuum cleaners, rakes, brooms and mops, etc.
- Maintains equipment; services lawn mowers, trimmers and blowers; changes oil, belts; sharpens blades and washes.
- Sets up rooms for various meetings and activities; moves furniture to rearrange offices; installs and removes seasonal decorations and performs related tasks in assigned buildings.
- Greets visitors to building; provides directions to offices; answers questions or directs to appropriate personnel.

Additional Job Duties and Tasks

Performs related duties as needed.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Working knowledge of the methods and techniques applied in unskilled and semi-skilled manual labor and custodial work.
- Working knowledge of the standard practices and safe usage, materials, tools, and equipment utilized in the area of assigned work.
- Working knowledge of standard hand and power tools and the operation of light equipment and materials used in work assignments.
- Working knowledge of the occupational hazards and applicable safety precautions associated with assigned work.
- Some knowledge of basic horticultural, electrical, carpentry, plumbing, HVAC and custodial practices.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public when required and to work effectively as a team member.
- Ability to understand and carry out oral and written instructions.

Physical Requirements

- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing and repetitive motions.
- Must be able to perform medium heavy work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to operate vehicles and light equipment such as riding mowers, use measurement devices, visually inspect small parts and defects, and to determine the accuracy, neatness and thoroughness of work performed.

Desirable Education and Experience

Graduation from high school and some experience in custodial and maintenance work or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license is required for some positions.

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