

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Maintenance Repair Worker

SERIES NO.:

5311

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

06/30/2013

SERIES PURPOSE:

The purpose of the maintenance repair worker occupation is to perform unskilled, semi-skilled & skilled maintenance repair. Duties may involve pipe fitting; boiler repairing; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning & balancing new equipment; & repairing buildings, floors or stairs.

At the lower level, incumbents perform unskilled & semi-skilled maintenance repair.

At the middle level, incumbents perform semi-skilled & skilled maintenance repair.

At the highest level, incumbents act as lead workers over lower-level maintenance repair workers, &/or inmates, or other assigned staff in performance of semi-skilled & skilled maintenance repair work.

JOB TITLE

Maintenance Repair Worker 1

JOB CODE

53111

PAY GRADE

04

EFFECTIVE

05/05/2002

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of maintenance repair in order to perform unskilled & semi-skilled maintenance repair.

JOB TITLE

Maintenance Repair Worker 2

JOB CODE

53112

PAY GRADE

05

EFFECTIVE

06/30/2013

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of maintenance repair in order to perform variety of semi-skilled & skilled maintenance repair work (e.g., plumbing, carpentry & electrical).

JOB TITLE

Maintenance Repair Worker 3

JOB CODE

53113

PAY GRADE

07

EFFECTIVE

06/30/2013

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of maintenance repair in order to act as lead worker over lower-level maintenance repair workers, &/or inmates, or other assigned staff in performance of semi-skilled & skilled maintenance repair work.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Maintenance Repair Worker 1	53111	06	05/05/2002	04

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs unskilled & semi-skilled minor repair or replacement on doors, windows, walls, steps, floors &/or gutters & assists skilled maintenance workers & trades persons.

Performs unskilled & semi-skilled minor electrical repair (e.g., bulbs, lighting fixtures, switches, outlets) & assists in skilled electrical repair &/or installation.

Sweeps, mops, waxes & buffs floors & dusts, washes & cleans furniture, windows & walls.

Performs unskilled & semi-skilled minor repair of plumbing equipment (e.g., sinks, toilets, faucets, pipes, drains) & assists in skilled repair (e.g., steam valves, traps, water lines, pumps).

Paints window frames, tables & chairs & assists in painting of building interiors, sheds, rooms & equipment.

Performs general maintenance of grounds & performs minor repair of grounds equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition & subtraction; safety practices pertaining to operation of hand tools; basic plumbing repair; basic electrical wiring. Skill in operation of lawn equipment; use of hand &/or power tools. Ability to carry out detailed but basic written or oral instructions; demonstrate dexterity & skillful use of hands; read short sentences with concrete vocabulary; lift 10 to 100 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 3 mos. trg. or 3 mos. exp. in maintenance repair work (e.g., basic electricity, plumbing, carpentry, masonry repair & use of associated hand & power tools & equipment); in Department of Natural Resources only, if assigned to operate vehicles regulated by section 4506.01 of revised code, must also possess valid commercial drivers license; in Department of Natural Resources, Division of Forestry only, applicants must have successfully completed the mandated basic firefighter/introduction to fire behavior course (S-130/S190); in accordance with section 124.11 (B)(2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evening shift; may be exposed to high & low temperature; may be exposed to weather.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Maintenance Repair Worker 2	53112	06	06/30/2013	05

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs skilled & semi-skilled maintenance, replacement, minor installation & repair of plumbing equipment (e.g., water & steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, bathtubs, heating & air conditioning, piping, drinking fountains).

Performs skilled & semi-skilled maintenance, replacement, minor installation & repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, emergency generator, fire alarms, intercoms, autoclaves, incubators, meters, fans, radios, televisions, meters).

Performs carpentry work involving skilled & semi-skilled maintenance, alteration &/or repair to buildings, equipment & wooden structures (e.g., doors, windows, walls, woodwork, floors, partitions, stairways, furniture, door closers); performs spot roof repair & installs security devices, locks & window air conditioners.

Assists in painting &/or performs minor painting of fixtures, rooms, buildings, signs & equipment; patches plaster & prepares surfaces for painting; assists in masonry work.

Operates machine tools & welding equipment in making repairs to metal parts & equipment; assists in repair & maintenance of interior & exterior maintenance equipment & other specialized equipment (e.g., dental equipment, laboratory equipment); performs minor vehicle repairs & maintenance (e.g., changes oil & filter, checks transmission fluid, tire air pressure).

Performs interior custodial duties (e.g., mops, sweeps, waxes floors, washes wall & windows); performs exterior groundskeeping duties; removes snow & ice from sidewalks.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices pertaining to use of maintenance tools & equipment; safety practices in relation to handling of pesticides, acids & petroleum products*; addition & subtraction. Skill in building & equipment maintenance & repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating & use of associated hand &/or power tools & equipment). Ability to apply principles to solve problems involving few variables within familiar context; read & understand simple sentences with common vocabulary; lift 10 to 100 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in maintenance repair work (e.g., basic electricity, plumbing, carpentry, masonry repair & use of associated hand & power tools & equipment); in Department of Natural Resources, Division of Forestry only, applicants must have successfully completed the mandated basic firefighter/introduction to fire behavior course (S-130/S-190); in accordance with section 124.11 (B) (2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

In Ohio Department of Natural Resources, Division of Real Estate only, must successfully complete 8 hours additional training in electrical & plumbing within one (1) year of date of hire.

UNUSUAL WORKING CONDITIONS:

May work evening shift; may be exposed to high & low temperatures; may be exposed to weather.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Maintenance Repair Worker 3	53113	06	06/30/2013	07

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (e.g., provides work direction, training) over lower-level maintenance repair workers, &/or inmates, or other assigned staff in performance of semi-skilled & skilled maintenance repair work.

Performs semi-skilled & skilled carpentry repairs (e.g., doors, locks cabinets, chairs, desks, floors, walls, windows, stairways, partitions).

Performs semi-skilled & skilled maintenance & repair of equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, electrical components of heating & cooling systems, fans, radios).

Performs semi-skilled & skilled repair of plumbing equipment (e.g., water & steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, bathtubs, heating, air conditioning).

Performs interior custodial duties (e.g., mops, sweeps, waxes floors, washes wall & windows); performs exterior groundskeeping duties; removes snow & ice from sidewalks.

On continuous basis, inspects buildings & equipment for needed repairs or replacements & performs systematic & routine preventive maintenance of assigned area.

Operates machine tools & welding equipment in making repairs to metal parts & equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition & subtraction; safety procedures pertaining to operation of hand & power tools; employee training & development*. Skill in building & equipment maintenance & repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating & use of associated hand & power tools & equipment). Ability to apply procedures to solve problems involving few variables within familiar context; read & understand simple sentences with common vocabulary; cooperate with co-workers on group projects; lift 10 to 100 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 12 mos. trg. or 12 mos. exp. in maintenance repair (e.g., basic electrical, plumbing, carpentry, masonry & use of associated hand & power tools & equipment). Valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio revised code; in Department of Natural Resources, Division of Forestry only, applicants must have successfully completed the mandated basic firefighter/introduction to fire behavior course (S-130/S-190).

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

In Department of Natural Resources, Division of Real Estate & Land Management must possess Level One (1) refrigeration course within 6 mos. of date of hire.

UNUSUAL WORKING CONDITIONS:

May work evenings; may be exposed to high & low temperatures; may be exposed to weather.