

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

Maintenance Repair Worker

**SERIES NO.:**

5311AG

**MAJOR AGENCIES:**

Attorney General only

**EFFECT. DATE:**

01/13/1991

**SERIES PURPOSE:**

The purpose of the maintenance repair worker occupation is to perform unskilled, semi-skilled & skilled maintenance repair.

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.

**CLASS TITLE:**

Maintenance Repair Worker 1

**CLASS NUMBER:**

53111AG

**EFFECTIVE DATE:**

01/13/1991

**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.

**CLASS TITLE:**

Maintenance Repair Worker 2

**CLASS NUMBER:**

53112AG

**EFFECTIVE DATE:**

01/13/1991

**CLASS CONCEPT:**

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

**CLASS TITLE:**

Maintenance Repair Worker 3

**CLASS NUMBER:**

53113AG

**EFFECTIVE DATE:**

01/13/1991

**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.

<b>CLASS TITLE:</b> Maintenance Repair Worker 1	<b>CLASS NUMBER:</b> 53111AG	<b>BARGAINING UNIT:</b> 045
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**EFFECTIVE DATE:**

01/13/1991

**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 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 may be substituted for the experience required, but not for the mandated licensure.

**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.

<b>CLASS TITLE:</b> Maintenance Repair Worker 2	<b>CLASS NUMBER:</b> 53112AG	<b>BARGAINING UNIT:</b> 045
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**EFFECTIVE DATE:**

01/13/1991

**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.

**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 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 may be substituted for the experience required, but not for the mandated licensure.

**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.

<b>CLASS TITLE:</b> Maintenance Repair Worker 3	<b>CLASS NUMBER:</b> 53113AG	<b>BARGAINING UNIT:</b> 045
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**EFFECTIVE DATE:**

01/13/1991

**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).

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.

**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).

-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:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

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