



CLASS SPECIFICATION

Class Code: 16827
Date Est: 01/2010
Last Rev: 01/2018
Last Title Chg:
FLSA: non-exempt
Probation: 6 months

MAINTENANCE WORKER - JUVENILE SERVICES

DEFINITION

Under general supervision, performs duties in the maintenance field and is directly responsible for the safety, operation, and maintenance of the physical facilities of the department as well as all vehicles and equipment associated with the Department of Juvenile Services; and performs related works as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of experience performing maintenance and repair of lighting, ventilating equipment, general carpentry and plumbing; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

Standard First Aid, Blood Borne Pathogens, and CPR Training; in-service or other training as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Maintain master keying schedule to include providing key control for the facility.

Upkeep and basic modification of building areas in regards to painting, general carpentry, basic plumbing, flooring, window replacement and electrical circuitry to correct existing problems and improve facility safety.

Perform security maintenance tasks related to fencing and furnishings.

Provide maintenance and repair of departmental appliances and equipment; install replacement parts or make minor additions and modifications to existing equipment.

Perform preventive maintenance assignments on the physical facilities and equipment of the Department.

Perform inventory management for incoming and outgoing long-term, high cost department property, including all pertinent documentation.

Perform duties as a courier for general department deliveries, purchases and errands.

Assist in developing an annual preventative maintenance schedule for infrastructure preservation.

Perform fire systems checks.

Receive parts and ship items back to manufacture as needed; stock supplies for entire department.

Coordinate maintenance of vehicles for the department including service logs and service maintenance.

Perform light landscaping and snow removal around the entrances and sidewalks.

Perform basic custodial duties as needed around the building.

Coordinate repairs with outside vendors as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Policies, procedures, rules and regulations of the department.

Tools, equipment, methods and procedures used in assignments.

Proper use of materials and supplies.

State and local building and safety codes and regulations.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles, methods, tools and equipment used in maintenance and repair work of facilities, basic lighting, electrical, and plumbing.

Safe work practices.

Ability to:

Deal effectively with individuals from diverse socioeconomic backgrounds and in stressful situations.

Independently perform assignments.

Read and comprehend plans, drawings, specifications, operating procedures, and policy and procedure manuals.

Estimate materials and labor requirements for projects.

Use a variety of tools and equipment.

Perform manual labor for extended periods of time.

Communicate effectively, both orally and in writing.

Follow oral and written instructions.

Operate a personal computer.

Project consequences of proposed actions.

Compile data, write, and complete reports.

Organize and prioritize work assignments on a daily basis.

Evaluate situations and make sound judgments.

Remain calm in stressful situations that may occur due to conflicts, overcrowding and job demands.

Quickly make appropriate decisions in response to emergencies.

Establish, foster and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, fumes, solvents, chemicals, and construction materials.

Must be 21 years of age at the time of the application.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.