

HEAD MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is an important semi-skilled maintenance position involved responsibility for the efficient operation and upkeep of building and grounds. Work is performed under general direction allowing considerable leeway for the use of independent judgment on specific assignments. Immediate supervision is exercised over maintenance and cleaning personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and assists in the operation and maintenance of the heating and ventilating systems;
Leads and assists in the removal of snow and ice and the sanding of icy sidewalks;
Leads and assists in performing minor carpentry work;
Leads and assists in interior and exterior painting;
Leads and assists in performing minor electrical repairs;
Leads and assists in the installation and repair of a wide variety of plumbing equipment and systems;
Inspects building, grounds and equipment for cleanliness and safety;
Assigns subordinates to various cleaning tasks;
Receives and distributes building cleaning, maintenance and supplies and equipment;
Maintains simple records and prepares reports;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of building cleaning and general maintenance and repair practices; good knowledge of the operation of heating and ventilating systems; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; dependability; initiative; good judgment; mechanical aptitude.

MINIMUM QUALIFICATIONS:

Five (5) years of experience in general building construction or maintenance work involving the following standard trades: carpentry, plumbing and electrical.