

## BUILDING MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: Work involves the performance of a variety of semi-skilled tasks in the maintenance of buildings and the supervision of cleaning personnel. Work is performed under the general supervision and in accordance with established procedures. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes inspections of facilities and properties to ascertain and report maintenance needs;  
Performs routine building cleaning and maintenance tasks;  
Performs both interior and exterior painting;  
Performs minor carpentry work in the repair of windows, doors, walls, furniture, etc.;  
Helps to install and repair plumbing equipment, such as sinks, tubs, etc.;  
Assists in cleaning and repairing boilers, pumps, heaters, pipes, valves and traps;  
Performs minor electrical repair work on a variety of fixtures and equipment;  
Performs a variety of general grounds maintenance tasks;  
Assists in the removal of snow and ice and the sanding of icy sidewalks;  
Maintains inventory and orders supplies;  
Stocks storage area with supplies;  
Fills and delivers orders;  
Reports shortages and unusual requests to supervisor;  
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: Good knowledge of modern buildings and grounds maintenance and repair practices; working knowledge of the practices and techniques of one or more of the standard trades; ability to follow oral and written directions; mechanical aptitude; dependability; initiative; manual dexterity.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and one (1) year of full-time paid work experience; or
- b) Two (2) years of experience in general building construction or maintenance work involving the following standard trades: carpentry, plumbing and electrical; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.