

MAINTENANCE WORKER II/STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsible stockkeeping duties in receiving, maintaining and issuing a variety of supplies and equipment. Duties also include a variety of semi-skilled tasks in the maintenance of buildings and grounds. Work is performed under general supervision and may involve supervision of subordinate workers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives supplies and equipment and checks for compliance with purchase orders;
Signs for deliveries;
Contacts Purchasing Department to report damages, shortages, etc.;
Requisitions commonly used supplies to maintain appropriate stock levels;
Maintains basic stock and inventory records;
Sorts and packs materials for delivery;
Organizes the stock room according to common supplies and equipment;
Repairs doors, windows, glass, chairs, tables and other furniture;
Replaces lights, ballasts, switches, plugs, lamps and fixtures;
Maintains boilers and makes minor repairs to burners;
Performs routine building cleaning and maintenance tasks;
Performs both interior and exterior painting;
Mows lawns and cares for flower beds, walks and driveways;
Removes of snow and ice and sands/salts icy sidewalks;
Services automobiles by washing, refueling, checking the oil and minor repairs;
Performs a variety of general grounds maintenance tasks;
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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern buildings and grounds maintenance and repair practices; working knowledge of methods and practices for receiving, storing, maintaining and issuing supplies; working knowledge of inventory control methods; working knowledge of requisitioning procedures; working knowledge of the practices and techniques of one or more of the standard trades; ability to understand and carry out oral and written instructions; mechanical aptitude; ability to make simple arithmetic computations; clerical aptitude; manual dexterity; dependability; initiative.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and one (1) year of stockkeeping experience and two (2) years of experience in general building construction or maintenance work.

SUBSTITUTION NOTE: Additional work experience may be substituted for formal education on a year for year basis.

PROMOTION:

Two (2) years of permanent non-competitive class status as a Maintenance Worker II.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.