

.....

Class Specifications
for the Class:

BUILDING MAINTENANCE HELPER

Distinguishing Characteristics:

This is the entry-level class in the Building Maintenance series. This class performs routine manual and semi-skilled tasks and assists a building maintenance worker or a skilled building tradesperson in building maintenance and repair work relevant to the carpentry, plumbing, painting, and electrical trades.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Repairs and replaces window panes, screens, door locks, door bumpers, bathroom accessories, linoleum and tile floor covering; repairs roof leaks with roof coating, shingles and mineral surface roofing paper; adjusts and rehangs doors; cuts and installs shelves and shoe racks; removes and replaces boards that are termite infested or rotted; sands, repaints or varnishes interior walls, shower walls, porches, steps, cabinets, sink tops, furniture such as tables, chair, chest of drawers; under the supervision of a licensed plumber, assists in the installation, maintenance, and repair of plumbing, water and sewer systems in offices, houses and other structures, and replaces shower valves, hose bibbs, lavatory, service, laundry tray and sink faucets, washers, stems, packings and gaskets; clears clogged toilets and drains; adjusts, repairs or replaces toilet flush valves, closet tank fixtures, seats, closet screws and close coupled closet bolts; under the supervision of a licensed electrician, makes minor repairs to electric wiring, replaces fixtures, switches and electric outlets; mixes cement or mortar and makes minor repair; performs manual work in laying pipe, tearing out rotted lumber, stacking materials and supplies, etc.; uses a variety of hand tools and some power equipment in the performance of work; cleans, sharpens and services tools and equipment used in the work; may operate a vehicle in the transportation of materials; and may repair power lawn mowers, household appliances, small motor and other auxiliary equipment.

Minimum Qualification Requirements:

Experience and Training: Two (2) years of work experience in performing a variety of building maintenance repair work, or any equivalent combination of training and experience.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, painting, plumbing and electrical trades.

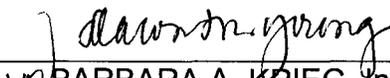
Ability to: Use the common tools utilized in a variety of building trades; perform minor mechanical repairs; read and interpret sketches and simple plans; understand and follow oral and written instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the BUILDING MAINTENANCE HELPER, which were approved on April 13, 1983.

DATE APPROVED: 2/1/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development