

## JOB DESCRIPTION

### JOB TITLE: General Maintenance Worker

Report Identifier Code: edmgmw

**Job Purpose Statement:** The job of "General Maintenance Worker" is done for the purpose of maintaining facilities in safe operating condition; maintaining a preventive maintenance program; and resolving immediate operational and/or safety concerns.

### Essential Job Functions:

- \* **Builds** indoor and outdoor structures and items for the purpose of modifying and/or adapting facilities to specific needs.
- \* **Maintains** tools, equipment and facility components for the purpose of ensuring safe, operating condition, availability of tools and equipment, and providing ongoing program of preventative maintenance.
- \* **Repairs** building and grounds components for the purpose of maintaining facilities in safe, comfortable and operating condition.
- \* **Responds** to emergency situations for the purpose of resolving immediate safety and operational concerns and preventing further damage to property.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Coordinates/assists** maintenance staff, other personnel and/or contractors for the purpose of completing projects and/or work orders efficiently.
- \* **Transports** materials, supplies and equipment for the purpose of providing items at job site as required to complete work activities.

### Job Requirements - Qualifications:

- \* **Experience Required:** Some job-related experience.
- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate hand and power tools used in general maintenance functions; perform basic arithmetic calculations for measurements and quantities; and use English in both written and verbal form to communicate effectively with staff, contractors and/or the public.

*Knowledge of:* methods and use of materials, tools and equipment used in general maintenance functions; standards for safe use of equipment; and appropriate regulations and codes.

*Abilities to:* follow oral and written instructions; work independently with minimal supervision; perform a variety of tasks; work cooperatively with others; understand and carry out written instructions; interact with persons of various age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; make judgments based on common sense; and meet deadlines and schedules; able to work in confined areas.

*Significant physical abilities include* walking/standing for prolonged periods, lifting up to 50 pounds (occasionally)/ carrying/ pushing/pulling, climbing/balancing, stooping/kneeling/crouching, reaching/handling/ fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/ depth perception/field of vision, exposure to temperature changes/weather conditions/ mechanical and electrical hazards/dust.

- \* **Education Required:** High school diploma or equivalent
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability