

MAINTENANCE MECHANIC I

Employees in this class perform a variety of semiskilled tasks in at least two moderately complex trades in connection with the maintenance and repair of buildings.

Employees function at the sub-journey level in a trade such as carpentry, cabinet making, roofing, or painting. In addition, they perform a variety of other tasks during a substantial portion of the normal work schedule in other trades areas, at least one of which is significantly different from the primary trade. Assignments are received in the form of oral or written work orders or may result from other maintenance or repair work performed. Work is subject to review while in progress and upon completion is given final review to determine compliance with work orders and adherence to established maintenance and repair standards. Employees perform other duties as required.

I. DIFFICULTY OF WORK:

Complexity of Work - Generally, work assignments in these trades require limited degrees of exactness ranging from rough to close dimensioning/finishing and require some close measurements. Employees are required to use a variety of relatively simple hand tools with limited control adjustments.

Scope and Variety - Employees perform a variety of tasks ranging from general and routine assignments to those of limited complexity requiring the application of knowledge and ability acquired from on-the-job training. The variety of tasks assigned may approach the typical of a journey level position.

Controls Over Work - Work is accompanied by precise instructions and almost continuous review while performing new or non-routine tasks. On standard assignments, work is occasionally reviewed in-process and routinely upon completion.

Judgmental Demands - Employees function under clear and concise instructions and guidelines on most routine assignments. Judgment is exercised to a limited degree, under close review, on moderately complex or out of the ordinary projects.

II. RESPONSIBILITY:

Potential for Loss - Limited potential exists for minor loss of materials or damage to tools and equipment. Results could be inefficient operation or a marred finish of the completed project. - _

Safety of Others - Carelessness while performing tasks including the use of power tools could result in minor injuries to others.

III. MENTAL AND VISUAL DEMANDS:

Visual Attention - Work requires employees to exercise normal visual attention while completing tasks. Employees must occasionally make close measurements.

Mental Concentration - Employees must almost continuously be aware of the sequencing of several work steps. In addition, employees must occasionally consider several work-related facts in trouble-shooting problems.

IV. PHYSICAL EFFORT:

Intensity of Effort - Employees perform a series of tasks which require walking, standing, bending, stooping, and working in awkward positions. Employees are required to lift moderately heavy objects.

Frequency and Duration of Effort - Usually, the more intensive efforts are limited to short periods. Repeated efforts such as taping and plastering dry wall, wrapping insulation, and painting surfaces generally involve limited strain.

V. WORKER SURROUNDINGS AND HAZARDS:

Worker Surroundings - Employees work in a variety of buildings and facilities characteristic of State agencies and campuses. Some outside work may be involved, and employees are regularly in contact with and exposed to dust, dirt, grease, grime, and usual shop conditions.

Hazardous Conditions - Employees are subject to minor hand and arm injuries while using hand tools. Occasional use of stationary power equipment exposes employees to the possibility of more serious hand and arm injuries.

VI. CONTACTS AND COMMUNICATIONS:

Purpose of Contacts - Contacts with supervisors are to clarify work orders at the work site. Contacts with co-workers are to coordinate work efforts.

Scope of Contacts - Contacts are mainly with supervisors and co-workers.

VII. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of the principles and techniques of a variety of moderately complex trades. Skill in the use and care of tools and equipment necessary to the work. Ability to operate the more common types of shop or wood working equipment. Ability to follow oral and written instructions. Physical strength sufficient to perform heavy physical tasks for extended periods of time.

Minimum Training and Experience Requirements - High school or General Educational Development diploma or a sufficient year-for-year combination of education and experience associated with a variety of mechanical or building trades; or an equivalent combination of education and experience.