Maintenance Repair Series

Code No.	Class Title	Occ. Area	Prob. Period	Class Spec Effective Date	Exam Effective Date	Last Action
4280	Maintenance Repair/Worker	15 Semi-Skilled Trades	6 mo.	~~10/15/2022~~	~~10/15/2022~~	Revised
1839	Maintenance Repair Foreperson	15 Semi-Skilled Trades	6 mo.	~~10/15/2022~~	~~10/15/2022~~	Revised

Promotional Line: 28,47

Series Narrative

Employees in this series perform and/or supervise maintenance of campus structures and furnishings. Work is non-technical and semi-skilled, requiring less than a journey~~man~~ level of expertise in all areas.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Maintenance Repair/Worker **4280**

Employees at this level perform, or assist in performing, a variety of non-technical and semi-skilled manual tasks, some of which may be mechanical or building tasks, but ~~requiring~~ require knowledge and skill below the journey~~man~~ level. The employees work under direct supervision from a designated supervisor.

~~A(n) Maintenance Repair/Worker typically -~~ Illustrative examples of work:

1. Assists in the upkeep and repair of grounds and buildings;
2. Assists in repairing and maintaining buildings, equipment, and machinery, including repairs to electrical equipment and appliances, oil burners, gas stoves, and refrigerators;
3. Assists in the maintenance and construction of roads, walks, and other work of a general maintenance character;
4. Handles lumber, tools, and other materials;
5. Performs carpentry, masonry, painting, roofing, and plumbing tasks below the journey~~man~~ level;
6. Performs related duties as assigned.

Level II: Maintenance Repair Foreperson **1839**

Employees at this level perform and supervise staff at the lower level of this series in performing various non-technical, semi-skilled maintenance-related tasks, some of which may be mechanical or building tasks but require knowledge and skill below the journeyman level. The employees work under direct supervision from a designated supervisor.

~~A(n) Maintenance Repair Foreperson typically -~~ Illustrative examples of work:

1. Supervises a staff of Maintenance Repair/Workers; coordinating work, prioritizing tasks and allocating responsibilities between staff and self accordingly;
2. Serves as liaison to other unit supervisors and forepersons, such as craft foreman, for best allocation of resources; make recommendations to unit supervisors for follow-up repairs;
3. Inspects work upon completion and ensures satisfaction of customers;
4. Maintains records and files on repairs and work progress;
5. Performs work designated in the lower level of this series;
6. Performs related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

Level 1: Maintenance Repair/Worker **4280**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. ~~High school diploma or equivalent.~~
2. Two ~~(2)~~ years (24 months) of mechanical ~~and/~~or electrical work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. High mechanical aptitude.
2. Skill in performing routine and maintenance on equipment and determining when and what kind of maintenance is needed.
3. Reading skills at a level that allows you to recognize and understand basic written words and simple sentences.
4. Writing skills at a level that allows you to compose sentences that convey information effectively in written form.
5. ~~2.~~ Verbal communication skills at a level that allows you to communicate effectively using spoken words, including the ability to listen and ask questions.

Level 2: Maintenance Repair Foreperson **1839**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

~~1. High school diploma or equivalent.~~

1. ~~Four (4) years (48 months)~~ Three years (36 months) of mechanical ~~and/~~or electrical work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Ability to perform a variety of semi-skilled tasks of the building and mechanical trades below the journey~~man~~ level.
2. Ability to operate heavy equipment, such ~~a forktrucks~~ forklifts and boom trucks.
3. High mechanical aptitude.
4. Ability to supervise.