



OHIO
UNIVERSITY

**Classification and Qualification
Standards
Maintenance Repair
Specialist**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Maintenance	Job Code: 12213 Grade: C	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the fully operation classification receives instructions in general terms, utilizes independent judgment within established procedures and guidelines, and refers some questions and problems to higher levels. This classification requires considerable knowledge of building maintenance in order to perform a variety of skilled repair and maintenance work on building systems and equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains various building systems and equipment.
2. Performs skilled carpentry, electrical, or plumbing repairs including installation and replacement.
3. Inspects buildings, building systems and equipment, and furniture parts for needed repairs, replacement, and preventative maintenance.
4. Operates equipment and maintains inventory of supplies necessary to support maintenance and repairs.
5. Supervises lower level classified or student staff in building maintenance.
6. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of addition, subtraction, multiplication, division, and common vocabulary; safety practices pertaining to maintenance; inspection procedures; inventory control*; and supervisory principles and techniques*. Skill in building maintenance (e.g., electrical; plumbing; carpentry); and operation of power/hand tools. Ability to carry out instructions in oral, written or pictorial form; understand system of mechanical procedures (e.g., wiring; plumbing; carpentry); and demonstrate dexterity and skillful use of hands.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Formal education in addition, subtraction, multiplication, division, and common vocabulary. 3 mos. training or 3 mos. experience in inspecting buildings, building systems, and equipment. 12 mos. training or 12 mos. experience in building maintenance (e.g., electrical; plumbing; carpentry). 6 mos. training or 6 mos. experience in operation of hand and power tools.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity