



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards**  
**Maintenance Repair Worker**  
*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Maintenance	<b>Job Code:</b> 12212 <b>Grade:</b> B	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

Under general supervision, the classification exercises limited judgment, refers most questions and problems to higher levels, and applies routine procedures, techniques, rules and regulations. This classification requires working knowledge of building maintenance in order to perform a variety of unskilled and semi-skilled tasks related to maintenance of buildings and equipment.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs a variety of minor repairs, replacement, and maintenance of electrical and plumbing equipment (e.g., sewage lines; sinks; toilets; water systems; light fixtures; electrical outlets; switches; appliances).
2. Repairs equipment (e.g., tractors; vehicles; heating and air units).
3. Performs carpentry duties to repair and replace doors, windows, floors, walls, and furniture.
4. Performs painting of fixtures, rooms, buildings, and signs.
5. Performs grounds keeping duties (e.g., cuts grass; removes snow; rakes leaves; plants trees and flowers).
6. Performs general cleaning, floor care, and events set-up.
7. Performs other duties as assigned.

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

Knowledge of addition, subtraction, multiplication, division, and common vocabulary; and safety practices pertaining to maintenance\*. 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. 9 mos. training or 9 mos. experience in building maintenance (e.g., electrical; plumbing; carpentry). 3 mos. training or 3 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*