

<b>JOB TITLE</b>	<b>LEVEL</b>	<b>GRADE</b>	<b>JOB. NO.</b>
Maintenance Employee	E-5	06	303

### **DEFINITION**

This is manual work involving the maintenance of institutional buildings and premises.

Employees in this class perform maintenance work in institutional buildings. Work involves the use of proper methods and materials in maintenance and otherwise caring for the buildings and equipment. Employees work under close supervision, or work follows a well established routine.

### **EXAMPLES OF WORK PERFORMED**

*(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed).*

- ◆ Opens blocked drains, repairs faucets, and helps craftsman with HVAC/electrical and plumbing.
- ◆ Replaces burned out light bulbs; cleans and replaces air conditioning filters, assists in making repairs to buildings and equipment.
- ◆ Maintains stockroom for storing equipment and cleaning materials.
- ◆ Directs persons to and answers inquiries about the location of buildings and properties; carries messages, and runs errands.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Knowledge of materials, methods, and equipment used in maintenance of buildings.
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Sufficient physical strength to perform a variety of routine manual tasks in the maintenance of buildings and equipment; ability to lift 50 pounds from the ground; ability to lift arms above the head.
- ◆ Ability to walk for extended periods of time; ability to walk up and down stairs and climb up and down ladders.

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### QUALIFICATIONS

<b>Education:</b>	Graduation from high school or GED certificate is <i>desirable</i> .
<b>Experience:</b>	One (1) year of experience in maintenance or related work <i>required</i> .
<b>Personal Qualities:</b>	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.