

# Classification Specification: Maintenance Repair Worker

Classification Number: 53111  
Effective Date: 04/14/2014

Pay Grade: 23  
Current Exemption Status: Nonexempt

## Position Summary

Performs a variety of semi-skilled maintenance duties and general custodial maintenance of buildings and grounds.

## Essential/Primary Duties

- Performs general building maintenance and cleaning.
- May repair and maintain floors.
- Makes minor repairs to electrical systems. Assists in installation or skilled electrical repair.
- Makes minor repairs to plumbing equipment. Assists Plumbers in skilled repair.
- Makes general repairs to furniture.
- May perform general grounds maintenance, including snow removal from drives and walkways.
- May provide general setup and other preparation for small or large events.

## Experience and Education

### Experience

- Six months related experience required

### Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

## Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

## Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of basic computer skills
- Ability to operate and use manual and power custodial equipment
- Ability to operate hand and/or power tools appropriate to the trade

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

None