

Classification Specification: Maintenance Repair Worker

Classification Number: 53111
Effective Date: April 14, 2014
April 14, 2014

Pay Grade:
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