

GENERAL MAINTENANCE WORKER

Purpose Statement

The job of General Maintenance Worker was established for the purpose/s of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

Essential Functions

- † Assists other maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- † Keeps our buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- † Coordinates with co workers and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
- † Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
- † Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- † Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- † Performs a wide variety of general and semi-skilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
- † Prepares written materials (e.g. work orders, repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- † Repairs building system components for the purpose of ensuring a safe working condition.
- † Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- † Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site

Other Functions

- † Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned skilled trade; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; working under time constraints; and complying with OSHA/TOSHA regulations.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 45% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

experience Job related experience is required.

education High School diploma or equivalent.

equivalency None Specified

Required Testing

Alcohol and Drug Test

Continuing Educ. / Training

None Specified

FLSA Status

NonExempt

Certificates & Licenses

Valid Tennessee Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint Background Clearance

Approval Date

Salary Grade