



## **Job Specification**

**Job Title: Maintenance Worker I**  
**BCAT Code: 810X BA**  
**Pay Grade: G08**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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### **General Description**

Performs skilled manual work involving a wide variety of mechanical and building trade tasks in the maintenance and repair of buildings and equipment.

### **Examples of Duties**

- Inspects buildings, fixtures, machines and other structural units, noting need for repair.
- Performs minor maintenance such as cleaning or lubricating equipment.
- Changes, washes and cuts filters.
- Repairs or hang blinds and window shades; installs drapery rods and restroom accessories.
- Prepares grades and sets forms for concrete pouring; finishes surfaces by hand.
- Replaces glass, screens, locks and door closures.
- Repairs minor problems with tools or machinery.
- Maintains tool room and supplies.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Some knowledge of methods, practices, tools equipment, and materials used in performing buildings and mechanical trades/tasks.
- Some knowledge of personal computers.
- Ability to lift up to 50 lbs. or more.
- Ability to climb ladders and scaffolds.

### **Minimum GSU Hiring Standards**

High school diploma or GED and one year of experience. Valid Georgia Driver's License. Completion of technical or vocational training may be substituted for experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*