



Job Specification

Job Title: Maintenance Worker II
BCAT Code: 810X BC
Pay Grade: G10

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

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 material used in performing buildings and mechanical trades/tasks.
- 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 two years of experience. Valid Georgia Driver's License. Completion of technical or vocational training may be substituted for one year of 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.