

MAINTENANCE SERVICES ATTENDANT I

NATURE AND VARIETY OF WORK

This is entry level, skilled and manual work in the maintenance and repair of County owned and leased buildings and structures. Work of this class involves responsibility for performing a wide variety of skilled and semi-skilled tasks in the trade occupations, e.g. (plumbing, general carpentry, electrical, painting, etc.). The work is generally considered not to be at the full performance level in any single trade. Routine work assignments are received in the form of oral or written work orders. Work is performed under close supervision.

Upon the satisfactory completion of the probationary period, the position incumbent may, at the discretion of management, be promoted to the II full performance level.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex work assignments.

Performs general maintenance work on heating and air conditioning equipment to keep it in good working order; installs and replaces compressors, condensers, capacitors, electrical switches and wiring.

Performs general maintenance on plumbing equipment; repairs or replaces flush tanks, plumbing fixtures and utility traps; clears sanitary disposal lines; measures, cuts, threads, and installs pipe and pipe fittings.

Makes regular and periodic inspections of facilities and equipment including electrical, plumbing, boiler rooms, outside drainage, roofing, etc.

Replaces loose or missing floor and ceiling tiles, tightens or adjusts door hinges, lock sets, passage knobs, window latches, etc.

Cleans, lubricates, adjusts and repairs or replaces motors, pumps, bearings, pulleys and other power driven components to mechanical systems.

Cleans, adjusts and repairs burners and pumps, electrical fixtures and equipment; replaces circuit breakers and ballasts in fluorescent fixtures; runs new circuits; replaces receptacles, motors, pumps and parts on boilers.

6240 - Maintenance Services Attendant I

Performs general carpentry work in the alteration and maintenance of floors, roofs, stairways, partitions, doors, windows, screens and wood fixtures in assigned buildings.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the methods, practices, tools, equipment and materials used in a variety of building maintenance, repair and alteration projects.

Knowledge of the occupational hazards and necessary safety precautions and regulations applicable to maintenance work.

Knowledge of the use and care of tools and equipment necessary to perform various building maintenance and repair tasks.

Ability to read and interpret work assigned from sketches and layouts.

Ability to communicate in oral and written form.

Ability to establish and maintain effective working relationships with tenants, senior citizens, general public and other County employees.

MINIMUM QUALIFICATIONS

Completion of a high school or vocational high school with work experience in the recognized trades; or any equivalent combination of experience, training or education which provides the required knowledges, skills and abilities.

CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid driver's license.

Willingness to respond to emergency service calls on a 24-hour basis.

CREATED: CB-25-1988

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