

MAINTENANCE SERVICE ATTENDANT III

NATURE AND VARIETY OF WORK

This is lead/supervisory work within the skilled craft occupational category, which is characterized by the performance of skilled and manual work. Incumbents lead/supervise the work of a crew of skilled crafts and labor positions in the accomplishment of a wide variety of skilled and semi-skilled tasks in the trade occupations (e.g., plumbing, general carpentry, electrical, painting, etc.) that generally are performed below the full-performance level in any single trade. Work is performed under general supervision and is evaluated in terms of quantity and quality of production and in accordance with departmental policies and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Leads/supervises the work of subordinates in general maintenance work.

Read and interprets service requests and makes on-site inspections in order to determine the nature and scope of work to be done.

Monitors the use, operation and inventory of equipment and supplies assigned to the crew.

Maintains logs and other records to document work activities.

Leads/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.

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

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

Leads/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.

Leads/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

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

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

Thorough 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 follow oral and written directions.

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

Ability to lead/supervise the work of subordinate positions.

MINIMUM QUALIFICATIONS

Completion of high school or vocational school plus responsible experience in the general maintenance trades work at the full performance level; or an 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-52-1989