

TC Job & Family Services JOB VACANCY NOTICE

Bargaining Position

Date posted: June 5, 2018

Applicants interested in the following job opening must respond to the
Job & Family Services Personnel Office (application or resume)
no later than **4 p.m. on**

Tuesday, June 12, 2018

Supervisor: R. Reed

Position: Maintenance Repair Worker

PCN: 21005.0

Pay Range: 04

Job Duties: See Attached

Notes: Current members of AFSCME Local 458 wishing to bid on this position are requested to submit their qualifications to the Personnel Department.

**Consideration will be given first to current members of
AFSCME Local 458**

Class Number: 40131	Class Title: Maintenance Repair Wrk	Position Control Number/Employee 21005.0
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TCDJFS
Bargaining Unit Position Description
Personnel Division

USUAL WORKING TITLE OF POSITION Maintenance Repair Worker	PCN & TITLE OF IMMEDIATE SUPERVISOR 21000.0 Maintenance Repair Supervisor
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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties In Order of Importance	Knowledge & Abilities
50	Sweeps, mops, waxes, polishes and renews floor surfaces; cleans and shampoos rugs and carpets; washes walls, cleans, dusts and waxes furniture and fixtures; cleans and sanitizes restrooms and other areas; cleans glass mirrors, doors, and windows; cleans, collects and empties trash, cleans sidewalks and walkways. Removes snow and ice, operates snow-blower. Trims edges, plants flowers and trees, and does minor repair of grounds equipment.	(1) Safety practices; skills in (2) operation of cleaning equipment; (3) basic knowledge of minor electrical, plumbing and carpentry. Ability to use whole numbers; lift 75 to 100 pounds.
15	Makes minor repairs, maintains and paints furniture; assists in repair and maintaining building interiors, sheds, rooms and equipment.	
15	Does unskilled and semi-skilled minor repair or replacement of doors, walls, steps, floors and plumbing. Does unskilled and semi-skilled minor electrical repair, such as bulbs, lighting fixtures, outlets, breakers, switches and general maintenance of office electrical equipment. Moves co-ax cable under direction.	
10	Under direction of supervisor, starts, stops and regulates air conditioner or heating. stocks supply rooms, closets and rest rooms; checks in deliveries of supplies; moves office equipment whenever necessary.	
5	Turns lights on and off and secures building. Reports to supervisor any need of repairs of major nature on equipment or machinery. Reports any evidence of fire or overheating, illegal entry or theft of agency property.	
3	Carries outgoing mail to mailbox or post office and also retrieves incoming mail from post office to agency. at times, carries agency correspondence and documents to appropriate offices.	
2	Performs such other related duties as the supervisor may assign.	
	Exhibits regular attendance. Inherently hazardous or physically demanding working conditions: Environmentally controlled work setting. Involves physical effort at the level normally found in office work. Work is largely sedentary, occasional lifting and/or carrying small objects, occasional walking or standing. May encounter irate customers or individuals; may have some exposure to individuals with contagious or communicable disease; is occasionally exposed to unsanitary conditions (insect infestation, bodily wastes), odors; may have some exposure to common chemicals found in an office environment, such as toner and correction fluid. Performs a variety of tasks while walking throughout the building for the duration of an eight hour work day, including lifting boxes, pushing work carts and dollies, using power equipment and hand tools while observing all required safety practices.	

MINIMUM QUALIFICATIONS: One year of exp. in performing general maintenance tasks (e.g., basic & semi-skilled electrical, plumbing, carpentry, heating and cooling, and masonry repair and use of associated hand and power tools). Also requires completion of high school diploma or GED. Ability to lift 75 to 100 pounds. Or education, training and/or exp. in an amount equal to the Minimum Qualifications stated above.	EMPLOYEE SIGNATURE	DATE
	DIRECTOR SIGNATURE <i>Diane Shamrock</i>	DATE 01/11/2011