

General Maintenance and Repair Technicians

Job Code	Job Title	Pay Grade
3262N2	General Maintenance and Repair Technician	15
3263N2	General Maintenance and Repair Technician Senior	18

CONCEPT:

Performs semi-skilled/skilled work in the maintenance of building and grounds.

TASKS:

- Repairs ceilings and walls by mixing and applying plaster of Paris and spackle, sanding surfaces, painting or varnishing.
- Replaces damaged sheet rock by removing damaged areas, hanging new sheet rock, taping and finishing seams, and painting.
- Checks refrigeration and air conditioning equipment for periodic cleaning, coolant levels, refrigeration levels and proper lubrication.
- Finishes doors, cabinets, or furniture by sanding, filling, and applying final finishes.
- Maintains grounds by seeding, fertilizing, mowing lawns, trimming trees and shrubs, weeding flower beds, removing snow and ice from sidewalks and parking areas.
- Repairs and replaces locks and locking devices in buildings.
- Supervises inmate or other seasonal work crews in a wide variety of construction and maintenance projects in state parks; transports crews to and from work sites, and assigns and reviews work.
- Maintains lake or wildlife area grounds by collecting refuse, mowing grass, and cleaning, painting, and sanitizing facilities and maintains equipment, including vehicles, machinery, and tools.
- Gives information to the public who visit a park or wildlife area concerning regulations, or concerning services and facilities available; makes reports concerning usage of facilities.
- Plants and cultivates grain crops, grasses or tree and shrub plots. Controls vegetation by trimming or removing weeds, trees or shrubbery.
- Installs, repairs and maintains electric door and gate openers (both walk-through and vehicle gates).
- Constructs and repairs roads, fences, signs, dikes, docks, shelter houses, picnic tables and grills, and other outdoor facilities.
- Installs and repairs fire alarms, emergency lights and other electrical sensing devices.
Drills holes, pulls wire, installs electrical and phone outlets in cellular floors and walls in buildings and grounds.
- Repairs, rebuilds and upholsters furniture.
- Replaces or repairs plumbing fixtures, faucets, valves, fittings, bath and shower facilities, water heaters and related equipment; removes worn, damaged, or leaking items; installs proper replacements or makes repairs in accordance with instructions or trade standards.
- Troubleshoots, maintains, repairs and alters existing secondary electrical circuits. This is accomplished by a) isolating circuits by using test instruments such as volt-ohm meters, recorders, etc. b) testing and inspecting to assure system has proper load distribution and tight and proper connections c) replacing faulty fixtures and other simple elements of an electrical system and appliances d) altering and renewing deteriorating circuits.
- Operates and maintains a surface water treatment plant; repairs, replaces, and adjusts relay and float switches, gate valves, pumps, chemical feeders, chlorinators, and related equipment; mixes chemicals and back washes filters; takes water samples to test for chlorine content and turbidity.
- Operates and maintains a sewage treatment plant and lift stations; repairs, replaces and adjusts gate valves, vacuum pumps, relays, and other apparatus; takes daily flow measurements of wastewater lagoon.
- Makes air ducts, machine guards, metal roofing, and other items; fits and installs assembled products; makes repairs on sheet metal materials.
- Inspects and repairs electrical hydraulic elevators in order to adjust or replace broken or worn parts by having an understanding of electrical circuits, wiring diagrams and schematics, and by using elevator safety precautions and electrical instruments.
- Services, repairs or replaces electrical appliances, motors, fuses, switches and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics and using electrical instruments and hand tools.

LEVELS OF WORK:

- Class Group consists of two classes.

General Maintenance and Repair Technician – Skilled work in one building or maintenance craft or trade area and semi-skilled in additional building or maintenance trades. At this level, the worker generally assist skilled maintenance and craft workers in any phase of building and grounds, construction and maintenance.

Minimum Requirements: Six months of experience in a building trades or mechanical building trade. Education may be substituted for experience as determined relevant by the agency.

General Maintenance and Repair Technician Senior – At the senior level, the worker is skilled in two or more crafts or trades areas. The work requires knowledge and experience in a variety of crafts or trades.

Minimum Requirements: One year of experience in two or more building trades or mechanical building trades. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13