Georgia State University

Job Specification

Job Title: Maintenance Worker I

BCAT Code: 093X20
Pay Grade: G08
FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs skilled manual work involving a 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 their need for repair.
- Performs minor maintenance, such as cleaning or lubricating equipment.
- Changes, washes and cuts filters.
- Repairs or hangs 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 the tool room and supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of methods, practices, tools equipment, and materials 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 one year of related experience. A valid Georgia driver’s license is required. Completion of technical or vocational training may be substituted for experience.