Job Title: Maintenance Worker II

BCAT Code: 093X21  Effective Date: April 1, 2007
Pay Grade: G10  FLSA Status: Non-Exempt  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 two years of related experience. A valid Georgia driver’s license is required. Completion of technical or vocational training may be substituted for one year of related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section