TITLE: Maintenance Repairer 1

POSITION TYPE: Classified/Full-Time

REPORTS TO: HAC Maintenance Repairer Master

DEPARTMENT: Maintenance

LOCATION: Northshore Technical Community College – Hammond Area Campus

FLSA STATUS: Non-Exempt

RESPONSIBILITIES:

45% Makes minor repairs to the interior/exterior of buildings and facilities and maintains furniture and equipment employing basic skills in the plumbing, carpentry, electrical, mechanical and related fields. Performs plumbing repairs when necessary. This includes maintenance of all bathrooms. Makes minor repairs to the interior/exterior of buildings and facilities and maintains furniture and equipment employing basic skills in the plumbing, carpentry, electrical, mechanical and related fields. Paints interior and exterior surfaces of the facility. Responsible for routine maintenance of the building in the absence of the Maintenance Repairer Master.

40% Cleans bathrooms, offices, hallways and any other assigned areas by sweeping, mopping, scrubbing and polishing. Dust furniture, fixtures and ledges throughout the facility. Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks. Washes blinds, windows, and walls with prescribed solutions. Operates wet/dry vacuum for cleaning and shampooing carpeted areas. Performs any custodial-related duties necessary to maintain cleanliness and sanitary conditions. Sweeps sidewalks and patio areas. Trims, shrubs, waters plants and performs related duties on the grounds and assists in cutting grass. Performs many varied custodial tasks in the upkeep of buildings and grounds. Cleans, waxes, and buffs floors in hallways and classrooms. Collects trash daily and decontaminates trash containers.

10% Starts, operates and checks for safety and maintenance of a wide variety of small engines, lawn mowers, hand tools, pumps, chainsaws, cars/trucks, tractors, machinery and implements. Maintains and makes minor repairs to small lawn mowers, appliances, chainsaws, pumps, cars/trucks, tractors including lubricant levels, timing, replacing and adjusting minor worn or damaged parts (belts, plugs, fuses, hoses, etc.) Cleans and replaces filters on window air conditioners and simple central heating and air conditioning systems. Performs basic road maintenance by clearing drainage, spreading road surface material, filling pot holes, placement of signs, repairing fences, removing
trees, etc. Paints yellow stripes for parking lot. Performs other duties as assigned by the supervisor.

5% Disperses incoming freight to the different departments.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:
One year of experience or training in the building construction trades, general building maintenance, or in the repair or maintenance of mechanical equipment.

NOTE:
Custodial building maintenance is not qualifying.

Examples of building construction trades include cabinetmaker, carpenter, concrete finisher, electrician, HVAC controls technician, HVAC mechanic, ironworker, millwright, painter, pipefitter, plasterer, plumber, refrigeration mechanic, roofer, sheet metal worker, steamfitter, tile setter and welder.

Examples of general building maintenance include Maintenance Repairer 1/2, B/G/E Maintenance Repairer 1/2 and Maintenance Repair Foreman.

Examples of repair/maintenance of mechanical equipment include Operating Engineer 1/2, auto mechanic, Mobile Equipment Maintenance Mechanic, Mobile Equipment Overhaul Mechanic and Mobile Equipment Master Mechanic.

SPECIAL SKILLS AND ABILITIES:

Knowledge, Skills, and Abilities: Working knowledge of cleaning materials and equipment. Ability to communicate effectively in writing and orally. Ability to work outdoors under adverse weather conditions. Ability to climb ladders and stairs. Ability to pick up and carry 65 pounds. Ability to operate cleaning and grass-cutting machines. Ability to stand for prolonged period of time. Ability to willingly acquire skills in the operation of cleaning and grass-cutting machines used in the assigned facility and to be a self-starter. Interact positively with students, administrators, co-workers, parents and community. Performs other duties as assigned.

Employee Safety
This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students, or staff assigned to the building and reporting same to the appropriate administrator.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Custodian is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning
equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture. The incumbent is required to do a great deal of stretching and bending, often in awkward positions. Operating floor polishers and waxers are particularly hard on back muscles.

INTERPERSONAL SKILLS:
Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Custodian works on a daily basis with dangerous and toxic cleaning products that can be very harmful to ones health if not properly utilized. In some cases these products give off unpleasant odors. The condition of washrooms is often unpleasant.

Many of the cleaning materials give off noxious fumes and have powerful odors. If not handled properly, the cleaning materials can cause injury, sickness and/or skin irritation and rashes.

Stress can be caused by the condition of washrooms and by coming across unpleasant situations.