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Job Specification

MAINTENANCE REPAIRER

DEFINITION:

Under direction performs a variety of routine maintenance and repair tasks involved in masonry, plastering, carpentry, painting, plumbing, steamfitting, sheet metal, electrical, glazing, mechanical, and/or other types of maintenance work; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Erects simple forms, mixes cement and aggregates, pours same, and does the finishing work involved in concrete structures.

Patches and repairs brick and concrete structures.

Repairs damaged plastered walls and ceilings.

Spackles, and paints interior and exterior metal, wood, and masonry surfaces.

Repairs plumbing stoppages and repairs leaks in copper, soil, and iron pipe.

Replaces washers and gaskets, and makes general service repairs.

Does general sheet metal work involved in repairing roofs, drainboards, and rainspouts.

Replaces light bulbs, fuses, wall plates, fixture cords, and switches.

Replaces broken glass and reputties.

Changes lubricants, refuels, and does light maintenance work on equipment and vehicles.

Cleans tools and equipment.

Keeps simple records.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class

and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

KNOWLEDGE AND ABILITIES:

Knowledge of standard tools, materials, methods, practices, occupational hazards, and safety precautions involved in performing general maintenance and repair work.

Ability to understand, remember, and carry out oral and written directions.

Ability to take safety precautions in performing the work.

Ability to obtain, store, safeguard, distribute, and properly use equipment, materials, and supplies.

Ability to maintain simple records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
02328		L	N		N/A	00		-

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

11/18/1999
