

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Maintenance Repairperson 3		Class Code: 004IA3
	FLSA Status: Non-Exempt	Salary Schedule: LTC 3	Effective Date: 11-7-14
	Summary: Incumbent provides preventative maintenance and repairs to equipment, machinery, buildings and grounds at a state facility.		

Duties:

- Makes routine carpentry, plumbing and electrical repairs;
- Checks heating, air conditioning, kitchen, laundry and maintenance equipment for efficiency and makes necessary repairs;
- Installs curtain rods, toilet paper and toothbrush holders, tile, screens, window glass, doors, wiring and conduits, plumbing fixtures and other varied items;
- Checks and repairs electrical appliances, motors, pumps, fire alarm systems, thermostats, door bells and buzzers;
- Repairs locks, makes keys and provides secure facility and property;
- Assists a skilled trades person on major projects;
- Performs related duties as required.

Job Requirements:

- Working knowledge of, and ability to use skills in, carpentry, masonry, plumbing and electrical repairs;
- Ability to read and follow instructions and to handle simple mathematical problems per the aforementioned duties;
- Ability to determine malfunctions of electrical and mechanical equipment and make simple repairs;
- Ability to read blueprints and understand schematics;
- Ability to set tile, finish concrete and plaster and to do tuck pointing;
- Ability to obtain and hold a valid driver's license;
- Ability to use a wide variety of hand and power tools.

Difficulty of Work:

Many skills involve a high degree of manual dexterity and occasional work requires heavy lifting of equipment, machinery, tools and parts. The work is of moderate complexity consisting of daily application of skills, knowledge and guidelines to individual situations.

Responsibility:

Incumbent's work covers a wide range of moderately complex maintenance operations. Incumbent normally works independently in a wide variety of maintenance and repair tasks. Guidance is provided by a higher level maintenance repair person.

Personal Work Relationships:

Contacts are with lower-level maintenance repairpersons and other incumbents within state agencies. Incumbent may also have contact with residents or offenders in the course of performing duties.

Physical Effort:

Many skills are required involving a high degree of manual dexterity. Heavy lifting of equipment, machinery, tools and parts is required. Strain is often involved in use of tools. Excessive strain is required, but not normally for an extended period.

Working Conditions:

Work is performed in all types of weather. May be exposed to extreme heat or cold conditions. Work sometimes involves climbing ladders and working in noisy and stuffy equipment rooms. Some tasks involve working with motors, pumps and other mechanical equipment with frequent exposure to grease.