



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MAINTENANCE REPAIR AID IV	26	H	9.481
MAINTENANCE REPAIR AID III	23	H	9.482
MAINTENANCE REPAIR AID II	22	H	9.483
MAINTENANCE REPAIR AID I	20	H	9.484

SERIES CONCEPT

Maintenance Repair Aids perform manual labor and unskilled work to assist with facility operations and maintenance.

Deliver and move furniture, fixtures, equipment and exhibit items when offices are relocated or as requested by agency staff; load items manually or by utilizing handtrucks and forklifts; operate delivery vehicles; unload, uncrate and arrange items in accordance with established guidelines and instructions.

Deliver and set up tables, chairs, and equipment for meetings and special events; arrange furniture and equipment in accordance with instructions or a diagram provided by the organizers; take inventory and return items to storage after conclusion of functions.

Perform minor building and equipment maintenance such as changing filters, lubricating motors and fans, inspecting fire extinguishers and alarms for proper operation and replacing lamps; and assist skilled trades workers by performing general labor or simple tasks as directed.

Provide assistance to grounds maintenance personnel by performing activities such as mowing turf, removing snow, and hauling dirt and debris as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Maintenance Repair Aid IV: Under general supervision, incumbents have agency-wide responsibility for coordinating and scheduling moves, deliveries, and the arrangement of furniture for events; supervise a crew of lower level Maintenance Repair Aids and temporary employees, and perform the duties described in the class concept for Maintenance Repair Aid III.

Positions in this class are distinguished from Maintenance Repair Aid III's by responsibility for coordinating and scheduling moves and deliveries on an agency-wide basis and providing supervision to a regularly assigned crew of Maintenance Repair Aids. This is the supervisory level in the series.

Maintenance Repair Aid III: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, assemble furniture and equipment, build bookshelves and assist skilled trades workers by performing basic tasks such as unclogging drains. Incumbents serve as leadworkers to students and lower level Maintenance Repair Aids. This is the advanced journey level in the series.

Maintenance Repair Aid II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

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CLASS CONCEPTS (cont'd)

Maintenance Repair Aid I: Under close supervision, incumbents receive training in performing various duties described in the series concept. This is the entry level in the series and progression to Maintenance Repair Aid II may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver’s license at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must first submit to a pre-employment screening test for controlled substances.

MAINTENANCE REPAIR AID IV

EDUCATION AND EXPERIENCE: Two years of experience performing unskilled/semi-skilled work which involved coordinating work and overseeing the work of others; **OR** one year of experience as a Maintenance Repair Aid III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: agency policies and procedures regarding inter-departmental requests and work unit operations. **Ability to:** coordinate agency-wide deliveries and moves by determining the time, personnel, equipment and materials required; set work unit priorities which reflect the relative importance of agency needs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: State personnel policies and procedures. **Ability to:** train and supervise staff including assigning and reviewing work, establishing work schedules and priorities, and completing performance appraisals.

MAINTENANCE REPAIR AID III

EDUCATION AND EXPERIENCE: One year of experience performing manual labor and unskilled work; **OR** six months of experience as a Maintenance Repair Aid II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Ability to: maintain records of furniture and equipment; prioritize assignments to complete work in a timely manner; assist skilled trades with basic maintenance tasks. **Skill in:** operating light equipment used for deliveries and grounds maintenance activities; operating basic hand tools and equipment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Ability to: train and provide work direction to others; assign and review work.

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE REPAIR AID II

EDUCATION AND EXPERIENCE: Six months of experience performing unskilled labor or maintenance work; **OR** six months of experience as a Maintenance Repair Aid I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: safety procedures and proper lifting techniques. **Ability to:** safely lift and move heavy objects; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Maintenance Repair Aid III.)

MAINTENANCE REPAIR AID I

EDUCATION AND EXPERIENCE: Ability to read, write and follow oral and written instructions. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: read work orders and equipment service and operation manuals; document items that require service or repairs; understand and follow oral and written instructions; add and subtract whole numbers; and perform physical labor.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Maintenance Repair Aid II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.481</u>	<u>9.482</u>	<u>9.483</u>	<u>9.484</u>
ESTABLISHED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
REVISED:	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC	2/10/06PC