



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 AIDE IV	26	H	9.481
MAINTENANCE REPAIR AIDE III	23	H	9.482
MAINTENANCE REPAIR AIDE II	22	H	9.483
MAINTENANCE REPAIR AIDE I	20	H	9.484

SERIES CONCEPT

Maintenance Repair Aides 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 hand trucks 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.

Assist 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 Aide IV: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, have agency-wide responsibility for coordinating and scheduling moves, deliveries, arranging furniture for events; and supervising a crew of lower-level Maintenance Repair Aides and temporary employees to include performance appraisals, work performance standards, work assignment and work review, training, scheduling and discipline. This is the supervisory level in the series.

Maintenance Repair Aide 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 Aides. This is the advanced journey level in the series.

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

Maintenance Repair Aide 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 Aide

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CLASS CONCEPTS (cont'd)

Maintenance Repair Aide I: (cont'd)

It may occur upon meeting minimum qualifications, satisfactory performance, 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 AIDE 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 Aide III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*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; train and provide work direction to others; assign and review work; 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 AIDE III

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

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

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE REPAIR AIDE II

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

MAINTENANCE REPAIR AIDE 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 Aide 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
REVISED:	3/19/21PC	3/19/21PC	3/19/21PC	3/19/21PC