



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 WORKER IV	28	H	9.485
MAINTENANCE REPAIR WORKER III	27	H	9.486
MAINTENANCE REPAIR WORKER II	25	H	9.487
MAINTENANCE REPAIR WORKER I	23	H	9.488

SERIES CONCEPT

Maintenance Repair Workers perform semi-skilled work in the building and mechanical trades to repair, construct, and/or maintain buildings, facilities and equipment. Assignments in one or more trades areas may be performed independently or under direction of skilled trades workers.

Perform basic plumbing work such as cutting openings to accommodate pipes; measure, cut, assemble and join plastic and metal pipes and fittings; secure pipes to structures with clamps, brackets, and hangers; install and repair valves and fixtures such as sinks, toilets, and drinking fountains; and open clogged drains in order to maintain, repair, and modify plumbing systems and fixtures.

Perform basic carpentry work; patch roofs, remove walls, frame and fasten sheetrock to walls; install doors, building forms and pour concrete; build shelves, repair furniture, replace damaged floor tiles, install and repair locks and make keys, and install window coverings to maintain, repair, and modify facilities and fixtures.

Perform basic interior and exterior painting work; tape and texture sheetrock; patch sheetrock and masonry surfaces; set up ladders and scaffolding, mask surfaces, and apply paint with brushes, rollers, and airless spray equipment.

Perform basic electrical work such as measuring, cutting, and installing conduit; pull wiring through the conduit; cut and connect wires to install fixtures such as switches, outlets, lighting fixtures and power equipment; test circuits and components; maintain and repair parking lot lights by replacing defective fuses, bulbs, wires, photoelectric timers and transformers; adjust and clean electric controls; and install new parts in defective appliances.

Perform basic mechanical repairs and maintenance on pumps, valves, fans and other mechanical equipment.

Perform basic equipment maintenance and repair work in order to maintain building and grounds equipment and vehicles in proper working order; tune and adjust equipment/vehicles, perform preventive maintenance, and replace worn or damaged parts such as rotors, plugs, and tires.

Perform basic welding and machining work such as shaping, joining and installing ductwork; construct racks for storage; weld gates; repair tools and equipment; and machine special purpose equipment.

Monitor, service, and make basic repairs to boilers, oil and gas furnaces, and air conditioning systems such as cleaning boilers, testing water content and adding water treatment; add refrigerant to air conditioning systems; and replace fuses, air handler motors and thermostats in order to maintain systems in proper working order.

Order materials and supplies required for repairs and regular facility maintenance; maintain routine records related to work performed and supplies and materials used.

Perform related duties and manual labor as assigned.

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CLASS CONCEPTS

Maintenance Repair Worker IV: Under general supervision, incumbents perform the duties described in the class concept for Maintenance Repair Worker III and in addition, function as a leadworker to a regularly assigned crew. Leadwork responsibilities include providing training and technical assistance, work assignment and work review, and providing input to performance evaluations. In a correctional setting, incumbents function as a leadworker for an inmate crew on a regular basis and document inmate performance through completion of periodic performance reports. Incumbents are also responsible for implementing security procedures which include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment.

Maintenance Repair Worker III: Under general supervision, incumbents perform the more complex semi-skilled level repair and maintenance work described in the series concept the preponderance of the time. Work situations encountered by incumbents at this level require more judgment and greater troubleshooting skills in order to diagnose malfunctions or adapt methods to accommodate unique requirements. This is the advanced journey level in the series.

Maintenance Repair Worker II: Under general supervision, incumbents perform the range of duties described in the series concept. Routine tasks are performed independently, but complex semi-skilled work is typically performed in conjunction with a journey level trades worker or Maintenance Repair Specialist. This is the journey level in the series.

Maintenance Repair Worker I: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the next level upon meeting minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid Class A, B, or C 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 submit to a pre-employment screening for controlled substances.
- * Positions in the Department of Corrections are subject to call-back after work hours and call-out on weekends and holidays.

MAINTENANCE REPAIR WORKER IV

EDUCATION AND EXPERIENCE: Three years of experience performing higher level semi-skilled work in a relevant building and/or mechanical trades such as troubleshooting a wide variety of lighting fixtures and problems; framing and sheetrocking walls to create new office spaces and installing door jambs, windows, and necessary wiring; **OR** one year of experience as a Maintenance Repair Worker 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):

Working knowledge of: safety hazards and safe working procedures; standard practices, methods, materials, tools, and equipment used in the building and mechanical trades as related to the maintenance and repair of buildings, grounds, and equipment. **Ability to:** set priorities which reflect the relative

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE REPAIR WORKER IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

importance of agency needs; prepare written work orders, requisition supplies, and prepare specifications; read and understand repair orders, service manuals and building codes; *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: agency structures, facilities, and systems and equipment. **Ability to:** enforce safety and security measures; oversee staff including training, assigning and reviewing work.

MAINTENANCE REPAIR WORKER III

EDUCATION AND EXPERIENCE: Two years of experience performing semi-skilled work in a relevant building and/or mechanical trade; **OR** one year of experience as a Maintenance Repair Worker 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):

General knowledge of: the characteristics and quality of materials used in relevant trades areas. **Ability to:** adapt standard repair and maintenance procedures or methods to accommodate unusual circumstances; determine what repairs should be referred to a journey level trades worker; perform a variety of semi-skilled work relevant to the position to which assigned in one or more of the major building or mechanical trades to include plumbing, electrical, carpentry, painting, welding, heating, refrigeration and air conditioning, or equipment mechanics; diagnose the cause and extent of common equipment, component or basic system malfunctions; *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 Worker IV.)

MAINTENANCE REPAIR WORKER II

EDUCATION AND EXPERIENCE: Two years of building, grounds and equipment maintenance experience in performing semi-skilled building/grounds and equipment maintenance work; **OR** one year of experience as a Maintenance Repair Worker 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: the basic methods and practices used in the building and/or mechanical trades; applicable health and safety regulations. **Ability to:** perform a variety of semi-skilled work relevant to the position to which assigned in one or more of the major building or mechanical trades to include plumbing, electrical, carpentry, painting, welding, heating, refrigeration and air conditioning, or equipment mechanics; safely operate and maintain a variety of hand tools, power tools, and equipment; *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 Worker III.)

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE REPAIR WORKER I

EDUCATION AND EXPERIENCE: One year of experience in performing general building, grounds and equipment maintenance work; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

Ability to: read and understand repair orders, equipment service and operation manuals; document the condition of equipment and structures and required repairs; add, subtract, multiply and divide whole numbers, fractions and decimals to calculate dimensions and material needs; follow oral and written instructions; perform manual labor and safely lift construction materials and equipment; work on ladders and scaffolding and in confined building access areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities for Maintenance Repair Worker 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 series.

	<u>9.485</u>	<u>9.486</u>	<u>9.487</u>	<u>9.488</u>
ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 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:	12/1/06PC	12/1/06PC	12/1/06PC	12/1/06PC
REVISED:			6/3/08-3	