

PRIDE INDUSTRIES
JOB DESCRIPTION

JOB TITLE: General Maintenance Worker
SCA OCCUP: 23370 General Maintenance Worker
SALARY GRADE: Federal Wage Determination, Collective Bargaining Agreement
or Prevailing Wage
FLSA STATUS: Nonexempt
APPROVAL DATE: January 2012

SUPERVISES: N/A

POSITION SUMMARY:

Under general supervision, the General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of duties other than those of skilled craft workers, with attention to knowing and using safe work practices.

TYPICAL DUTIES:

1. * Replacing electrical receptacles, wires, switches, fixtures, and motors.
2. * Using plaster or compound to patch minor holes and cracks in walls and ceilings.
3. * Repairing or replacing sinks, water coolers, and toilets.
4. * Painting structures and equipment.
5. * Repairing or replacing concrete floors, steps, and sidewalks.
6. * Replacing damaged paneling and floor tiles.
7. * Hanging doors and installing door locks.
8. * Replacing broken window panes.
9. * Performing general maintenance on equipment and machinery.
10. May also perform duties and operate equipment related to sign-making.
11. May purchase and pick up required supplies and materials charged to company to complete various projects.
12. Frequent travel between facilities is required.
13. Performs other duties and special projects as assigned.

TYPICAL QUALIFICATIONS:

- High school diploma, GED, or trade school coursework preferred;
- One year of work experience in general building maintenance, or demonstrated ability to use hand and power tools (such as hammers, hoists, saws, drills, wrenches, precision measures, electronic/electronic testing devices), and knowledge of and ability to properly use specialized equipment, including that used in one or more of the trades of electrical, plumbing or general carpentry;
- Use and maintenance of own tools may be required;
- Ability to manage material resources and time;
- Ability to work safely;

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- Ability to follow directions, instructions, structured process and procedures, and to complete tasks;
- Customer service skills to act responsively to customer inquiries and requests; and escalate the more difficult matters appropriately;
- Communication skills to provide procedural and factual information, and to follow written and oral instructions;
- Flexibility to adapt to changing work priorities, and to build effective working relationships with staff, customers and others;
- Demonstrated organizational, problem-solving and common sense skills;
- Ability to manage and accurately track material resources and time, and adapt to changing work priorities;
- Ability to travel to various facilities, and to work independently and as a team.

CERTIFICATES REQUIRED: Valid driver's license required for this position at most locations. Must maintain an acceptable driving record while in this position.

TYPICAL PHYSICAL REQUIREMENTS: Employees may experience the following physical demands for extended periods of time:

- Sitting, standing, walking, bending, stooping
- May lift or move boxes or equipment up to 50 pounds with or without assistance
- Climbing ladders
- Working in confined spaces
- Exposure to toxic substances
- Exposure to risk of electrical shock
- Exposure to wind, rain, cold, and heat
- Noise from equipment in construction environment

WORK ENVIRONMENT: Work is performed at a customer's location in an office/shop environment part of the time. The remainder of work is performed on job sites, in a construction environment with various tools and construction equipment.

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Employees are expected to follow their supervisor's instructions and to perform the tasks requested by their supervisors.

* Denotes Essential Job Function

Note: This position excludes a) craft workers included in a formal apprenticeship or progression program based on training and experience; b) skilled craft workers required to demonstrate proficiency in one or more trades; and c) workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

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Employee Name Print

Signature

Today's Date