



# Berks County Home—Berks Heim

TITLE: MAINTENANCE WORKER I

# 2301-35

- POLICY
- PROCEDURE
- JOB DESCRIPTION
- OTHER

PREPARER  
MAINTENANCE COORDINATOR

EFFECTIVE  
12-1983  
REVISION  
10-2001  
REVIEWED

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## JOB TITLE

MAINTENANCE WORKER I

## GENERAL STATEMENT OF DUTIES

Performs semi-skilled and manual tasks in the care of the Berks Heim buildings and surrounding grounds; does related work as required.

## DISTINGUISHING FEATURES OF THE CLASS

Positions in this class involve the repair of equipment and buildings under general supervision; Maintenance Worker I should possess a knowledge of the methods, tools, and equipment of the department.

## EXAMPLES OF WORK (Illustrative only)

- Repairs doors, door frames, and furniture
- Fabricates and installs temporary partitions.
- Operates and maintains power tools related to carpentry tasks.
- Repairs and maintains plumbing fixtures.
- Opens blocked drains.
- Maintains heating and air conditioning equipment.
- Replaces bulbs, shades, switches
- Oils, adjusts, and cares for electrical motors.
- Paints buildings, rooms, walls, or other surfaces as necessary
- Makes minor plastering repairs
- Replaces broken windows
- Does limited lawn care maintenance work such as cutting grass, weed whacking, snow removal, etc.
- Maintaining necessary lawn care / related equipment.
- Repairs fixtures, appliances, wheelchairs, pipes, etc.
- Performs semi-skilled tasks, carpentry work, masonry work, electrical work; replaces sinks, toilets, electrical fixtures, etc.
- Installs electrical wire, plumbing lines, etc., and other work as necessary.
- Related duties as required by Supervisor.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must be 18 years of age with general knowledge of two or more trades; must acquire understanding of building maintenance and utility systems; must have initiative to perform routine preventative maintenance tasks; ability to understand and carry out oral and written instructions; good physical condition, strength and stamina are required. On occasion assignments require working in hot, cold, small confined, dark, damp areas.



**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school diploma and/or vocational trade school or two or more years experience in general building maintenance trade or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**JOB SUPERIOR:**

Maintenance Supervisor / Maintenance Coordinator