

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: Rev: January 2004	CLASS TITLE: BUILDING MAINTENANCE APPRENTICE	CODE: 53110
	MAJOR AGENCIES: BCC - VARIOUS	PAGE <u>1</u> OF <u>1</u>

CLASS CONCEPT: Entry level in the building maintenance occupation requiring some knowledge of construction materials and tools and building maintenance techniques; under immediate supervision, performs routine maintenance functions and assists with more complex maintenance tasks in order to acquire skills necessary for the full performance level occupation.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Under general direction of higher skilled workers performs routine and semi-skilled maintenance tasks, such as changing filters, unclogging drains, repairing door locks, limited skills painting walls, spackling, sanding, making equipment checks, replacing light bulbs, hanging pictures and bulletin boards, minor toilet and faucet repairs and general clean-up. Assists higher skilled workers on repair and construction tasks, such as installation of electrical wiring, fixtures and conduit, constructing interior walls, tearing out drywall, installing pipe and plumbing fixtures, and repair and replacement of HVAC equipment. Work assignments may require travel to various County or vendor building or construction locations.	<u>Skills in</u> 29 (equipment operation--hand tools & power tools); <u>Ability to</u> 30b (recognize unusual or threatening conditions & take appropriate action), 30e (carry out instructions in written, oral or picture form), 30f (deal with problems involving several variables in familiar context), 30h (apply principles to solve practical, everyday problems), 32c (recognize safety warnings), 34c (cooperate with co-workers on group projects), 35a (demonstrate physical fitness), 35b (demonstrate agility to move whole body quickly & easily), 35c (demonstrate strength to lift up to 80 lbs.), 35d (demonstrate dexterity to use hands &/or feet skillfully).
2	Performs various manual labor tasks, such as moving office furniture, setting up furniture for meetings, moving and hauling trash, general clean-up, moving boxes of records, picking up parts and supplies, snow removal and ice control. Attend formal training classes as required.	<u>Skills in</u> 29; <u>Ability to</u> 30b, 30e, 30f, 30h, 32c, 34c, 35a, 35b, 35c, 35d.
3	Provide information to contractors on various repair jobs and projects. (Performs Related Duties As Required)	<u>Skills in</u> 29; <u>Ability to</u> 30b, 30e, 30f, 30h, 32c, 34c.

UNUSUAL WORKING CONDITIONS: Physically strenuous; safety procedures must be followed; dirt and/or noise.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Equivalent to high school diploma and six (6) months experience in mechanical repair or construction trades. Valid State of Ohio Drivers License. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must successfully complete formal apprentice program within five (5) years of start date.
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