

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Maintenance Worker	<i>BOT Date:</i> June 22, 1998
<i>Level:</i> K	<i>FLSA Status:</i> Non-exempt
<i>Class Code:</i> N1115	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Maintains buildings and grounds at assigned locations. Responsibilities include landscaping, operating and maintaining equipment, cleaning buildings, and moving furniture. Assists with set-ups for special events and projects. Performs minor construction, plumbing, and electrical repairs.

KEY RESPONSIBILITIES

% OF TIME

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1. *	Maintains grounds at assigned locations. Responsibilities include cleaning and trimming trails, mowing grass, removing litter and debris from parking lots, and emptying trashcans.	25%
2. *	Cleans and maintains assigned buildings to include vacuuming, dusting, sanitizing and/or other housekeeping duties required.	20%
3.	Performs minor construction projects.	5%
4.	Performs minor plumbing and electrical work.	5%
5. *	Operates and maintains equipment, including a truck, trailer, kubota tractor, lawn mowers (riding and pushed), edgers, weed eaters, hedge trimmers, chain saws, and other tools.	25%
6. *	Moves furniture and equipment as required.	10%
7.	Assists with special projects and events.	10%
8.	Performs other similar and related duties as assigned	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	H.S. Diploma or GED required.	
<i>Work Experience:</i>	1 to 2 years.	
<i>Planning Scope:</i>	Current Week: Plan events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.	
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments. There is limited opportunity for independent judgment.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Intermediate Skills: Has Knowledge of office or operational procedures. Performs basic typing/work-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following written or verbal instructions.	
<i>Innovation/Creativity:</i>	Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department.	
<i>Working Conditions/ Physical Effort:</i>	Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.	