



County of Berks POSITION DESCRIPTION FORM

Position Title:	Maintenance Worker II		
Department:	Berks Heim	Reports To: (Title)	
Effective Date:	December 1983	Revision Dates:	-October 2001 - February 24,2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Maintenance	Union Classification:	

POSITION SUMMARY:

Performs skilled/semi-skilled and manual maintenance and repair tasks in the care of the Berks Heim buildings and surrounding grounds; does related work as required. An employee in this class performs a variety of tasks requiring skilled maintenance work in the care of the Berks Heim buildings and surrounding grounds. Work involves responsibility for minor repairs of a routine nature which are carried out with only general supervision, or more advanced work assisting the Maintenance Supervisor. Routine work is performed with technical independence in determining work methods and procedures, and assignments are received orally or in writing, sometimes accompanied by sketches or diagrams. Work is reviewed regularly by the Maintenance Supervisor.

POSITION RESPONSIBILITIES

EXAMPLES OF WORK (Illustrative only)

- Assists other Maintenance employees in the general maintenance and upkeep of the facility.
- Repairs fixtures, small appliances, wheelchairs, pipes, etc., under minimum supervision.
- Performs skilled and semi-skilled tasks (replaced sinks, toilets, faucets, electrical fixtures, etc.)
- Performs skilled and semi-skilled carpentry work, masonry work, electrical work, and painting on buildings and other structures.
- Does limited lawn care maintenance work such as cutting grass, weed whacking, snow removal, etc.
- Maintains necessary lawn care and related equipment
- Installs pumps, motors, valves, etc.
- Installs electrical wire, plumbing lines, etc., and other work as necessary
- Related duties as required by supervisor.

MINIMUM EDUCATION AND EXPERIENCE

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High degree of mechanical aptitude;
- Considerable knowledge of the methods, materials, tools, and practices used in Maintenance repair work;
- Considerable knowledge of the occupation hazards and safety precautions of the trades involved;
- Skill in the care and use of tools and equipment used in maintenance repair work;

- Ability to perform tasks requiring mechanical aptitude;
- Ability to oversee a small group of manual workers;
- Ability to interpret and work from pencil sketches and diagrams;
- Ability to establish and maintain effective working relationships with others.
- Good physical condition, strength, and stamina are required.
- On occasion assignments require working in conditions of hot and cold, small confined, dark, damp areas.
- Must have ability to work at different heights.
- Ability to handle stress.
- Physical presence in the facility is required.

PHYSICAL DEMANDS:

- Good physical condition due to the demanding aspects of the job.
- Must be able to lift 50 pounds.
- Must be able to push and pull carts.
- Walking 100% of the time except during breaks,
- Standing 100% of the time except during breaks, includes
- Bending, stooping, climbing, reaching and kneeling 100% of the time except during breaks.

WORKING ENVIRONMENT:

- Works Indoors
- Works outdoors.
- Works in all types of weather.
- Works in noisy areas, small spaces, and dirty conditions.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.