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[COMPANY NAME] JOB DESCRIPTION

Position: Maintenance and Repair
Workers, General

Job Description:

Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Job Tasks:

- Adjust functional parts of devices and control instruments, using hand tools, levels, plumb bobs, and straightedges.
- Align and balance new equipment after installation.
- Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Dismantle devices to gain access to and remove defective parts, using hoists, cranes, hand tools, and power tools.
- Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions.
- Lay brick to repair and maintain buildings, walls, arches and other structures.
- Maintain and repair specialized equipment and machinery found in cafeterias, laundries, hospitals, stores, offices, and factories.
- Paint and repair roofs, windows, doors, floors, woodwork, plaster, drywall, and other parts of building structures.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.
- Plan and lay out repair work using diagrams, drawings, blueprints, maintenance manuals, and schematic diagrams.
- Repair or replace defective equipment parts using hand tools and power tools, and reassemble equipment.
- Estimate repair costs.

- Fabricate and repair counters, benches, partitions, and other wooden structures such as sheds and outbuildings.
- Grind and reseal valves, using valve-grinding machines.
- Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists.
- Inspect used parts to determine changes in dimensional requirements, using rules, calipers, micrometers, and other measuring instruments.
- Order parts, supplies, and equipment from catalogs and suppliers, or obtain them from storerooms.
- Record maintenance and repair work performed and the costs of the work.
- Operate cutting torches or welding equipment to cut or join metal parts.
- Set up and operate machine tools to repair or fabricate machine parts, jigs and fixtures, and tools.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.

Required Knowledge:

- **Building and Construction** -- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **Mechanical** -- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Engineering and Technology** -- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Required Skills:

- **Installation** -- Installing equipment, machines, wiring, or programs to meet specifications.
- **Repairing** -- Repairing machines or systems using the needed tools.
- **Equipment Maintenance** -- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Troubleshooting** -- Determining causes of operating errors and deciding what to do about it.
- **Equipment Selection** -- Determining the kind of tools and equipment needed to do a job.

- **Quality Control Analysis** -- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Abilities Required:

- **Visualization** -- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Manual Dexterity** -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Finger Dexterity** -- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Control Precision** -- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Extent Flexibility** -- The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Problem Sensitivity** -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Static Strength** -- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Arm-Hand Steadiness** -- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Visual Color Discrimination** -- The ability to match or detect differences between colors, including shades of color and brightness.

Job Activities:

- **Repairing and Maintaining Mechanical Equipment** -- Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- **Inspecting Equipment, Structures, or Material** -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.

- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Updating and Using Relevant Knowledge** -- Keeping up-to-date technically and applying new knowledge to your job.
- **Repairing and Maintaining Electronic Equipment** -- Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** -- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- **Judging the Qualities of Things, Services, or People** -- Assessing the value, importance, or quality of things or people.

I _____ acknowledge that I have read and understood this job description for the position of Maintenance and Repair Worker.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____