

Job Title **Maintenance Worker**

Business Unit **Drury Southwest**

I. Job Summary

Perform general maintenance work involving the skills of two or more craft occupations to keep machines, mechanical equipment, plumbing, electrical circuitry, or the structure of an establishment in proper working condition. Duties may involve, but not limited to, plumbing; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

II. Reports To

Maintenance Supervisor

III. Supervises

No direct reports

IV. Essential Job Duties and Responsibilities

- Repair or replace defective equipment parts using hand tools and power tools and reassemble equipment.
- 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.
- Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists.
- 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.
- Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions.
- Record maintenance and repair work performed and the costs of the work.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Dismantle devices to gain access to and remove defective parts, using hoists, cranes, hand tools, and power tools.
- Shovel snow from walks, driveways, and parking lots, and spread salt in those areas.
- Frequently lifting and carrying objects weighing up to 100 pounds with assistance and pushing and pulling objects weighing up to 250 pounds with assistance.
- Keep inventory organized
- Obtain and maintain required certifications

- Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.

V. Required Knowledge

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics – Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications.

VI. Required Skills and Abilities

- Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing — Repairing machines or systems using the needed tools.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Installation — Installing equipment, machines, wiring, or programs to meet specifications.
- Equipment Selection — Determining the kind of tools and equipment needed to do a job.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Coordination — Adjusting actions in relation to others' actions.
- 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.

- **Multilimb Coordination** — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **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.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **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.
- **Time Management** — Managing one's own time and the time of others.
- **Active Learning** – Understanding the implications of new information of both current and future problem-solving and decision-making.
- **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.

VII. Key Personal Characteristics

- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Integrity** — Job requires being honest and ethical.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

- Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Persistence — Job requires persistence in the face of obstacles.
- Innovation — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
- Social Orientation — Job requires preferring to work with others rather than alone and being personally connected with others on the job.
- Independence – Job requires developing one’s own way of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.