




University System of Maryland Job Class Specification

TITLE: MT MAINTENANCE AIDE II
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: 49-9098

JOB CODE: N05MA2
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHP MNT

APPROVED BY: Chancellor's Designee:  **EFFECTIVE DATE: 09/01/2007**
James Sansbury, Associate VC Financial Affairs/Human Resources

JOB SUMMARY

Under direct supervision, assists journey level trades or crafts personnel by performing building construction and repair work. The work in this job class is characterized by the performance of moderately complex assignments requiring the application of a working knowledge of the trade or craft where assigned.

PRIMARY DUTIES

1. Performs minor repairs and maintenance in trade where assigned. Performs routine preventive maintenance according to established schedules and instructions.
2. Assists maintenance mechanics and journey level trades personnel with assigned projects and work orders.
3. Inspects and repairs standard machinery and mechanical equipment using simple hand and power tools and precision-measuring and testing instruments.
4. Completes routine reports reflecting the status of assigned maintenance projects.
5. Operates and maintains tools and equipment of the trade where assigned. Cleans work area upon completion of assignments.
6. Performs removal of snow and ice from assigned areas using hand and power snow removal equipment. Spreads salt, sand, and de-icers to prevent slipping.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

N05MA2 - SYSTEMWIDE - MAINTENANCE AIDE II

Page 2

MINIMUM QUALIFICATIONS

EDUCATION:

EXPERIENCE: Two years related work experience in the trade where assigned.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of building construction or maintenance and repair practices and techniques used in the trade where assigned; of safety practices and procedures related to the assigned trade. Working knowledge and skill in the use of tools and equipment of the trade. Ability to understand and follow oral and written instructions; to complete logs, work order forms and simple reports; to make adjustments, repairs and replacements to building fixtures and mechanical equipment; to work in, on, around, over and under fixed equipment or machinery; to work at heights up to 35 feet; to manipulate heavy equipment, tools, supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments, confined spaces and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.