

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Maintenance Repairer

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### Definition

Performs skilled maintenance/repair work in two or more of the recognized building and mechanical trades (carpentry, electrical, heating and air conditioning, machinist, machine repair, masonry, painting, pipefitting, plumbing, refrigeration, and welding); performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Repairs/installs standard electrical components and cleans, repairs, and replaces motors, lighting units, switches, and electrical lines.

Adjusts/repairs elevator components and troubleshoots fire alarm systems.

Cuts wire or conduit and drills holes in walls, floors, or ceilings for electrical connections.

Replaces defective switches, wiring, and related electrical fixtures.

Welds (acetylene/arc) water and steam pipes, kettles and tables; solders refrigeration piping.

Performs plumbing and steam fitting work on water/steam lines, stools, and bathtubs; repairs/replaces sewer lines and heating plant components; cuts, threads, and insulates pipes.

Builds/makes cabinets, booths, shelving, doors, windows, screens, and signs; refinishes furniture and window blinds.

Mixes paint, sets up work areas, and performs maintenance/decorative painting; cleans and maintains spray painting equipment.

Overhauls air compressors, laundry presses, and dishwashers and adjusts, repairs, and replaces automotive parts.

Performs general masonry work, tuckpoints, and rebuilds concrete walks and steps.

Instructs helpers in trades work.

### Competencies Required

Knowledge:

- Mechanical – Machines and tools, including their designs, uses, hazards, repair, and maintenance.
- Building and Construction – Materials, methods, hazards, and the tools involved in the construction or repair of buildings and other structures
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

**Abilities:**

- Instructions – Follow oral and written instructions, and provide others with the same.
- Multi-limb Coordination – Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged
- Finger Dexterity – Make precisely-coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble small objects.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

**Skills:**

- Repairing – Repairing machines or systems using the needed tools.
- Equipment Maintenance – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed.
- Equipment Selection – Determine the kind of tools and equipment needed to do a job.
- Operation Monitoring – Watch gauges, dials, or other indicators to make sure a machine is working properly.
- Quality Control Analysis – Conduct tests and inspections of products, services, or processes to evaluate quality or performance.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Three years of full-time work experience in two or more of the recognized building and mechanical trades (carpentry, electrical, heating and air conditioning, machinist, machine repair, masonry, painting, pipefitting, plumbing, refrigeration, and welding).
- 2) Three years of a combination of experience (as described in number one) and education, where thirty semester hours of post high school education in an accredited building or mechanical vocational program equals one year of experience.
- 3) Current and continuous experience in the state executive branch that includes two years of full-time work as a Trades Helper.

**Notes**

Within a period of time after hire, as determined by the appointing authority, persons in this class may be required to obtain one or more of the following certificates, licenses, or endorsements:

- A Commercial Driver's License (CDL) and endorsements
- At the Department of Public Defense – Military Division, an "Unclassified Person" license from the State of Iowa Electrical Licensing Board
- A license to perform electrical work in accordance with Iowa Code Chapter 103

- A Fire Sprinkler Installer and Maintenance License in accordance with Iowa Code Chapter 100D
- A Grade 1 Water Treatment Operator certification in accordance with Iowa Administrative Code Chapter 567–81
- A Grade 1 Waste Water Operator certification in accordance with Iowa Administrative Code Chapter 567–81

*Effective date: 04/14 JD*