

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

# Maintenance Worker 1

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## Definition

Performs unskilled grounds keeping or maintenance duties involving physical labor; 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

Cuts weeds, trees, and brush; mows lawn, trims shrubs, rakes grass, and cares for seed beds and seedlings.

Shovels snow and sweeps sidewalks, steps, and driveways; removes trash, cleans restrooms, and washes vehicles and equipment.

Moves, loads, and unloads materials, supplies, and equipment; hauls and carries sand, lumber, asphalt, and cement; digs post holes and ditches.

Assists skilled workers by carrying materials and tools, mixing concrete, and tearing out walls.

## Competencies Required

Knowledge:

- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

Abilities:

- Arm-Hand Steadiness – Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Near Vision – See details at close range (within a few feet of the observer).
- Information Ordering – Arrange things or actions in a certain order or pattern in accordance with a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- 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.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Equipment Selection – Determining the kind of tools and equipment needed to do a job.

### **Minimum Qualification Requirements**

No specific education or experience is required.

### **Notes**

Within a period of time after hire, as determined by the appointing authority, positions in this class may be required to obtain a Commercial Driver's License (CDL).

*Effective date: 06/17 KF*