Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Maintenance Worker/Maintenance Leader Series

Classes in the Series

Class Code	Class Title
08005	Maintenance Worker 1
08006	Maintenance Worker 2
08010	Maintenance Leader

Series Concept

Positions in this series perform unskilled and semi-skilled grounds keeping and maintenance duties (snow removal, mowing lawns, trimming shrubs, clearing land, removing/replacing fences, hauling trash, washing vehicles, and loading/unloading materials, supplies, and equipment) that requires the exercise of considerable physical labor.

Exclusions

Positions that are assigned or incumbents who perform skilled maintenance duties such as painting, carpentry, plumbing, electrical, air conditioning, masonry, welding, and pipefitting.

Class Distinctions

Maintenance Worker 1 and 2

The Maintenance Worker 1 and 2 are differentiated primarily on the basis of machine/equipment operation. Employees at the 1st level of the series perform most duties by hand or with the aide of simple hand tools. Employees at the 2nd level often use motorized equipment/machines to perform the same or similar duties. For example, a Maintenance Worker 1 would use a shovel or blower to remove snow from sidewalks and steps, while a Maintenance Worker 2 would operate a snowplow or other motorized equipment to remove snow from driveways, streets and parking lots. A Maintenance Worker 1 would move, load and unload materials, supplies and equipment by hand, while a Maintenance Worker 2 would use a forklift. A Maintenance Worker 1 would use hand tools to cut weeds, and clear trees/brush, while a Maintenance Worker 2 would use tractors and light bulldozers to clear land. Employees at the 2nd level also service and do minor repair work on vehicles/equipment and occasionally provide direction to others.

Maintenance Leader

Positions are classified as Maintenance Leaders based upon the performance of Maintenance Worker 2 duties and an assigned lead worker responsibility. Lead worker duties would include instructing employees, answering questions, and distributing, balancing, and checking work. If a position does not perform these lead worker duties on a regular and continuing basis, it should be classified as either a Maintenance Worker 1 or Maintenance Worker 2 based upon the duties assigned.

Effective date: 06/98 JG