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

Maintenance Worker 1

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