

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**MAINTENANCE WORKER 2**

---

**DEFINITION**

Performs semi-skilled grounds keeping/maintenance duties involving the operation of power driven tools and equipment; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Operates a snowplow, small bulldozer and farm tractor to remove snow/stumps, clear land and remove or replace fence posts/fences.

Uses automotive/mechanical equipment (forklift, light vehicles and four wheel tractor) to move materials, supplies and equipment; services and makes minor repairs on this and electrical equipment (air compressors and water well pumps).

Assembles/fabricates cabinets, files, desks, chairs and traffic signs.

Uses hand and power tools (e.g., chain saws, electric drills, measuring and cutting devices) to perform semi-skilled maintenance tasks.

**COMPETENCIES REQUIRED**

Knowledge of tools and equipment used in the building/mechanical trades.

Knowledge of hazards and safety precautions necessary in maintenance work.

Ability to understand and follow oral/written instructions.

Ability to operate light automotive and farm equipment.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Experience equal to two years of full-time semi-skilled grounds keeping, maintenance or equipment operation work;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year of full-time work as a Maintenance Worker 1.

**NECESSARY SPECIAL REQUIREMENTS**

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 6/98 JG