

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005244
Grade 9**

GENERAL MAINTENANCE WORKER

DEFINITION OF CLASS:

This is proficiency level and physically taxing, unskilled manual labor work primarily involving moving office furniture, equipment and supplies. Contacts are most often with the members of a crew to which an employee is normally assigned, the purpose of which is to provide and receive information and instructions about routine tasks. An incumbent offers limited direct service or assistance to the public.

An employee in this class is responsible for performing a wide variety of manual labor tasks, such as furniture moving; cleaning equipment rooms; carrying lumber; holding drywall, pipes or doors for installation by trades employees; and removing construction debris, at a proficient level. The employee works with others or alone depending upon the nature of the assignment and is expected to carry out previously performed duties with little or no instruction from lead/supervisory workers. Work is checked for safe and timely completion with minimal disruption to user agencies or furniture/equipment damage. The employee is required to perform related tasks which are straightforward and are performed according to existing rules and procedures or verbal instructions. The work of this class facilitates the work of County agencies by moving and setting up furniture and equipment or by assisting in facility maintenance projects. Work is performed outdoors (in all seasons) and inside, involves continuous and strenuous physical effort either standing, lifting, bending, pushing, carrying and/or otherwise moving light to very heavy objects, and loading/offloading trucks. The wearing of protective clothing such as gloves and safety shoes/boots may be required to protect hands and feet from cutting or crushing hazards.

EXAMPLES OF DUTIES: (Illustrative Only)

- Moves furniture and equipment.
- Loads and unloads trucks of various materials, supplies, equipment, furniture and tools and carries to and from job sites; operates hand truck, four wheel dolly and pallet jack in a safe and efficient manner.
- Assists skilled trades employees in performance of facilities maintenance by cleaning equipment rooms; carrying lumber; holding drywall, pipes or doors for installation by trades employees; and removing construction debris.
- Drives small pick-up truck, van or truck to perform light hauling and delivery duties.
- Ensures vehicle is maintained in a safe operating condition.
- Moves and sets up furniture and equipment for meetings or special events.
- Maintains contact with office to report schedule conflicts/problems, vehicle breakdown, accidents, etc.
- Assists supervisor in maintaining/verifying furniture warehouse inventory and keeping warehouse in an orderly manner.
- Cleans and performs preventive maintenance tasks on various tools and light equipment.
- Performs various tasks such as removing trash and debris or digging and trenching.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to acquire skill in loading and unloading furniture efficiently and with minimal damage.
- Ability to follow verbal and written instructions.
- Ability to use tools and equipment appropriate to a position's assignment, and to work outdoors in all kinds of weather conditions.
- Ability to communicate courteously with others.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Ability to read and write in English when required for job-related duties.

Equivalency: None.

Physical Ability: Ability to perform light and heavy manual labor indoors and outside for extended periods, involving occasional lifting of objects weighing up to one hundred (100) pounds.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license appropriate for the vehicle(s)/equipment operated by an employee in this class, issued by the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: April, 1963

Revised: July, 1974

December, 1984

April, 1989

May, 1991 (M)

March, 1992

August, 2013