

## GROUP LEADER - GENERAL MAINTENANCE WORKERS

### **Function of Job:**

Under broad supervision of designated supervisor, to be responsible for planning and scheduling work of assigned general maintenance workers, including assisting with training, hiring, daily supervision, maintaining equipment and supplies.

### **Characteristic Duties and Responsibilities:**

1. Assist Supervisor with plan/schedule work to be performed, conduct inspections, evaluate quality of work and make daily work assignments for general maintenance worker staff/outside contractors.
2. Assist with hiring, training, supervising, and evaluating work performance as required.
3. Be responsible with supervisor for establishing, enforcing, and monitoring safety rules, practices, and procedures.
4. Observe and report safety concerns and maintenance problems within general maintenance area or within outside area of general maintenance.
5. Maintain record of work orders, time and material for each job, and tools, supplies and equipment for unit.
6. Perform general maintenance duties for buildings and equipment as assigned, which may require general basic carpentry, plumbing, electrical, painting, mechanical skills.
7. Assist in building and equipment inspections on campus as needed.
8. Related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation or GED equivalent and three years of general maintenance experience.
2. Strong communication and supervisory skills.
3. Thorough knowledge of trades and building maintenance areas.
4. Ability and willingness to respond to emergency situations.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
6. Ability to wear and use personal protective equipment as required.
7. Valid New Hampshire driver's license.

### **Additional Desirable Qualifications:**

1. Experience in a college/university setting.

12/19/96  
System Approval

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**