

Missouri Department of Transportation

Code: R01306

Title: Facility Operations Crew Worker

Exemption Status: Non-Exempt

Grade: 6

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 06-01-2010

General Summary The facility operations crew worker performs minor or routine maintenance on building interiors, exteriors, and grounds. Responsibilities are performed under direct supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET, including coursework in heating, air conditioning, carpentry, or electrical wiring.
Two years of building repair and maintenance experience.
Successful completion of a work simulation examination and a medical-physical examination.

**Supervisory
Responsibilities** None

Location Central and District Offices - As assigned

**Special Working
Conditions/Job
Characteristics** Job requires heavy physical exertion and effort.
Job requires exposure to moderately adverse and undesirable environmental conditions.
Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Performs routine maintenance on building interiors, such as replacing light bulbs, switches and fuses; repairing windows and blinds; and installing floor and ceiling tile.
- (2) Performs facility renovation, repair, and maintenance functions such as pouring and finishing concrete, roofing, painting and plastering, and installing carpet, sheetrock, and doors.
- (3) Performs routine maintenance to plumbing, heating, and air conditioning systems.
- (4) Repairs, moves, and assembles file cabinets and furniture.
- (5) Loads and unloads freight and delivers to appropriate office.
- (6) Performs maintenance to building exteriors and grounds, such as snow removal, mowing, trimming, and related activities.
- (7) May assist with annual building inspections.
- (8) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.