

SUPPLEMENTAL JOB DESCRIPTION

Classification: Maintenance Mechanic I
Position Title: Maintenance Mechanic I
Position Number: (1) 9Temp

Function Code: 6041-077
Date Established: 05/21/12
Date of Last Amendment:

SCOPE OF WORK: To perform maintenance and repair work on NH Liquor Commission state buildings, grounds, and equipment.

ACCOUNTABILITIES:

- Provide general maintenance and repair on all New Hampshire State Liquor Commission Owned and leased buildings.
- Assist with store location fit ups by performing rough carpentry work and repairs.
- Assist supervisor in general facility and grounds maintenance including electrical, plumbing, and carpentry projects.
- Cuts grass, trims hedges, aids in snow removal, and assets with keeping outside premises in safe and orderly condition.
- Moves furniture and equipment and delivers materials as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D. equivalent.

Experience: One year's experience in general maintenance and repair work. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: Walter Bond, Plant Maintenance Engineer II #14212

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld MR

5-21-12

Division of Personnel

Date Reviewed

Human Resources

Date Reviewed