

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Building & Grounds Maintenance Worker 1/LC (BG1LC)*

**I. JOB INFORMATION**

**Job Title: Building & Grounds Maintenance Worker 1/LC (BG1LC)**

**Job Class: 75081 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general supervision, performs preventive and corrective maintenance on Lake Campus grounds, buildings and mechanical equipment, including HVAC, electrical and plumbing infrastructures.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Provides primary support for grounds maintenance activities, and monitor the performance of grounds maintenance activities by other staff or contracted labor. Maintains landscaping of the overall campus grounds including mowing, snow removal, spraying, fertilizing, aerating, mulching, flower bed planting and maintenance, pruning of trees/bushes, grounds cleanup, etc. Performs repairs to sidewalks and parking lots, bricks, as needed.**
- **Repairs and maintains plumbing electrical, HVAC and other building systems. Installs, tests, repairs and performs preventive maintenance on HVAC equipment, refrigeration, air conditioning, heating, ventilation and control systems. Performs work on security systems as needed. May assign work and oversee others in the performance of duties primarily associated with HVAC. Provides training and instructions in correct and safe procedures.**
- **Repairs, maintains and operates a variety of grounds maintenance equipment and vehicles. Performs all equipment maintenance for trucks, tractor, mowers, chainsaws, plow, etc. Duties include summer maintenance and winterizing of all equipment and vehicles.**
- **Provides primary support for special outdoor events including delivery and pickup of grills, tables, chairs, firewood, barricades, trash receptacles, and cleanup. Provide support in setting up sound and lighting systems requiring sound electrical knowledge of proper safety standards and codes.**
- **Maintains boat dock area, amphitheater, bench and picnic seating, and all athletic areas and equipment.**
- **May be required to do on-the-job planning for completion of projects. Interpretation of schematic and wiring diagrams, blueprints and technical publications and safety codes, practices, and procedures is mandatory.**

- **Provides primary support for special outdoor events including delivery and pickup of grills, tables, chairs, firewood, barricades, trash receptacles, and cleanup. Provide support in setting up sound and lighting systems requiring sound knowledge of proper safety standards and codes.**
- **Performs general custodial functions associated with cleaning Lake Campus buildings.**

*Note: This is not an inclusive list of duties and responsibilities.*

#### **IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent, and two years of full-time experience in grounds maintenance, electrical, plumbing and heating, ventilation and air conditioning (HVAC); OR a high school diploma or equivalent, and two years of full time experience in grounds maintenance, electrical, plumbing and HVAC is required. Must be able to read, write and comprehend common vocabulary. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, write and comprehend common vocabulary. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates.

#### **V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies.

#### **VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

#### **VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.
- An Ohio Pesticide Public Operator's License in the three categories of Turf, Ornamentals and Industrial Vegetation is required within one-hundred twenty (120) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding

their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*