

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Maintenance Worker, Lead (MWKRL)*

**I. JOB INFORMATION**

**Job Title: Maintenance Worker, Lead (MWKRL)**

**Job Class: 75070 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction, performs general maintenance tasks associated with the occupations necessary to maintain University owned or leased buildings and facilities. May provide leadership to other employees.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Directs and participates in the replacement, repairs and maintenance of all building electrical systems and appliances. Repairs and maintains furniture supplied within the buildings. Repairs, installs and maintains all roof systems and exterior building structures. Replaces, repairs and performs maintenance on all building plumbing systems and related equipment. Stocks, orders and maintains an efficient and organized inventory of all parts and equipment needed on a regular basis.**
- **Trains and instructs other maintenance employees in duties associated with the installation, maintenance, and operation of appliances, fire alarm equipment, sprinkler systems and all general building systems. Performs and trains maintenance staff to do preventive maintenance inspections of all classrooms and laboratories during breaks.**
- **Repairs projection screens, hangs bulletin boards, window covering, installs shelves, coat racks, and all work relative to building functions.**
- **Provides functional daily work direction to maintenance and repair workers in duties associated with maintenance and repairs by assigning duties, scheduling work loads and providing instructions in correct procedures to follow when required. Provides direction to determine all work priorities.**
- **Replaces, repairs, and performs maintenance on plumbing equipment, i.e., pumps, water lines, faucets, valves, replacement and repair of pipes, toilets, lab tables, pneumatic lines, and all other related duties. Replaces, repairs, and maintains electrical**
- **Conducts tests of installed equipment for proper assembly of components, and compliance with technical procedures. Adjusts thermostats, manual and automatic values and mechanical linkage to maintain maximum systems of efficiency.**

- **Responsible 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 are mandatory.**
- **Stocks orders and maintains an efficient and organized inventory of all parts and equipment needed on a regular basis. Monitors and tracks all warranties and service contracts. Assists in the assembly of yearly budgets for the areas responsible for as req**
- **Loads and unloads furniture and related materials onto and off trucks, ensuring that appropriate padding and ropes are used to prevent damage. Operates forklifts, mechanical lift gates, and mechanical platforms to facilitate loading and unloading of mate**
- **Arranges and sets up furniture and related items for classroom and special occasions as instructed. Operates a large moving truck in the transportation of moving materials, as necessary.**
- **Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete maintenance worker duties within the overall scope of multi-trade projects.**

*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 six years of full-time experience in building maintenance, electrical or plumbing; OR a high school diploma or equivalent, a one-year specialized education in building maintenance, electrical or plumbing, and four years of full-time experience in building maintenance, electrical or plumbing is required. Demonstrated leadership skills are required. Knowledge of standard practices, materials and tools and knowledge of occupational hazards involved and safety precautions necessary for the building maintenance trade are required. Must be able to read, write and comprehend common vocabulary.

#### **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. Any combination of overtime, shift work, weekend and holiday work may be required. 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. 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\*.

\*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.*