

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Building & Grounds Maintenance Worker 2/LC (BG2LC)

I. JOB INFORMATION

Job Title: Building & Grounds Maintenance Worker 2/LC (BG2LC)

Job Class: 75080 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

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

IV. PRIMARY DUTIES AND RESPONSIBILITIES

- **Provides leadership and primary support for building maintenance activities.**
- **Tests, troubleshoots, repairs, and modifies HVAC, refrigeration, and related control systems and equipment. Installs, maintains, repairs components of HVAC equipment.**
- **Replaces, repairs, and performs maintenance on building structures, HVAC, plumbing and electrical equipment, including minor repair of alarm systems.**
- **May instruct and oversee others in the performance of Lake Campus building maintenance activities.**
- **Performs preventive maintenance on all associated systems, components and related 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.**
- **Assists with 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.**
- **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 building and grounds maintenance work within the overall scope of multi-trade projects.**
- **Assists in performing 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 six years of full-time experience in building maintenance, heating, ventilation and air conditioning (HVAC), electrical or plumbing; OR a high school diploma or equivalent, a one-year specialized education in building maintenance, HVAC, electrical or plumbing, and four years of full-time experience in building maintenance, HVAC, 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 trades are required. 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. WSU testing is required

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- 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.
- A Universal Certification in Refrigerant Transition and Recovery is required.

*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.