

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Building Services Worker 2/LC (BS2LC)

I. JOB INFORMATION

Job Title: Building Services Worker 2/LC (BS2LC)

Job Class: 75084 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, performs various maintenance and cleaning functions in accordance with standard techniques and procedures. Provides leadership to building services staff.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Arranges floors, platforms, lights, audio/visual equipment, musical instruments, tables, chairs and other furniture for special events. Assists with set-up and cleanup for outdoor events.**
- **Performs minor maintenance, cleaning and repair, plumbing, painting, electrical work and carpentry repairs. May make routine inspections replacing bulbs, securing damaged windows. May be required to turn off equipment such as lights and office machines. Checks boilers, alarms and generators. Assembles furniture, equipment and other materials as required.**
- **Assists the supervisor in the training of new employees in proper custodial methods. Provides work direction to employees and ensures the quality of custodial work performed. Fills out paperwork, checks schedule and work requests. Closes out completed work orders. May instruct and oversee others in the performance of building maintenance activities.**
- **Interprets schematic and wiring diagrams, blueprints and technical publications and safety codes, practices and procedures. May be required to do on-the-job planning for completion of projects.**
- **Operates security alarm system and locks doors. Monitors parking lots and grounds areas, contacting appropriate officials when necessary.**
- **Makes deliveries and picks up supplies from other areas. Performs laundry duties. Orders and stocks supplies.**
- **Assists with seasonal grounds work, including snow removal and bed maintenance.**
- **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.**

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 building and grounds operations is 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 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. There are conditions, equipment and materials present which require proper handling to ensure safety. 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.

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.