

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Housing & Grounds Maintenance Worker/LC*

**I. JOB INFORMATION**

**Job Title: Housing & Grounds Maintenance Worker/LC**

**Job Class: 75097 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction, performs preventive and corrective maintenance of student housing, grounds and mechanical equipment, including HVAC, electrical and plumbing infrastructures.

**XII. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Under general direction, performs preventive and corrective maintenance of student housing, grounds and mechanical equipment, including HVAC, electrical and plumbing infrastructures.**
- **Installs and maintains drywall and interiors finishes, ceiling and floors. Installs and repairs cupboards, cabinets and counter tops. Paints all units as needed.**
- **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.**
- **Maintains locks and replaces and repairs door hardware including rekeying, access control programming and replacing weather stripping.**
- **Maintains and services all apartments and mechanical room heating and cooling equipment. Inspects and cleans ductwork and air vents.**
- **Installs and maintains siding, roofing and gutters. Installs and maintains appliances including washers, dryers, stoves, refrigerators, dishwashers, garbage disposals and microwave ovens.**
- **Maintains landscaping and grounds. Performs snow and ice removal as needed. Maintains curb appeal and polices parking lot for litter.**
- **Repairs sidewalks and parking lot surfaces. Maintains and repairs parking lot and sidewalk lighting.**
- **Monitors and cleans all available apartments and/or models during turn-over working with student employees, State or contracted Custodial staff. Schedules annual pest control and pest inspection.**
- **Keeps daily log and operates the computerized maintenance management system. Maintains inventories and replacement parts.**

- **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 six (6) years of full-time experience in facilities or apartment maintenance, to include a combination of skills in the areas of: HVAC; electrical; plumbing and carpentry 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. 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 Must be able to read, write and comprehend common vocabulary. Must be able to calculate basic math, including fractions, decimals and percentages. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and. 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.

#### **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.

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

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required General Maintenance Test is 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\*.
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- A Universal Certification in Refrigerant handling and recovery is required.
- 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, f

\*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.

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

*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.*