

WRIGHT STATE UNIVERSITY
Bargaining Unit Job Specification
Facilities Maintenance III – Water Treatment

I. JOB INFORMATION

Job Title: Facilities Maintenance III – Water Treatment (MWK3W)

Job Class: 75099 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general direction, this position ensures optimal water quality and efficient operation of HVAC systems and associated water treatment programs across the university. This position collaborates with Environmental Health and Safety and other facilities teams to maintain water treatment equipment, monitor system performance, and meet safety and compliance standards. Duties include overseeing maintaining, and repairing equipment related to water quality in cooling towers, boilers, chilled water systems, and specialized water systems in accordance with standardized methods and procedures while supporting multi-trade maintenance activities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Coordinates with Environmental Health and Safety as needed to complete water treatment facility work within the overall scope of multi-trade maintenance.**
- **Coordinates annual fire hydrant flushing and and underground valve exercise programs.**
- **Conducts annual backflow certifications for containment backflows.**
- **Tests swimming pool water and adds chemicals to maintain acceptable standards. Also backwashes, cleans and coats fiber as needed. Maintains and operates all equipment necessary for proper pool operation.**
- **Operates, checks and adjusts chemical feed pumps and bleed off valves for cooling towers. Checks tower water softeners for proper operation and hardness levels. Test chemical levels and total dissolved solids for proper levels. Adds chemicals as needed. Records test results in work order system.**
- **Conducts testing of water treatment in hot water systems, chilled water systems, heat recovery systems, steam plants, distillers, and stills. Maintains chemical levels in systems as needed. Records test results in work order system. Operates and maintains equipment used for chemical treatment in system.**
- **Checks water stills, reverse osmosis water conditioners, de-ionization systems, water softeners and other related equipment to ensure proper operation, make**

adjustments, backwash, regenerate and clean as necessary. Maintains and submits logs and documents to supervisor and management. Records monthly meter readings on DI systems.

- **Drains and refills all chilled water loops with an anti-freeze solution and maintains the proper level of antifreeze.**
- **Maintains supplies and water treatment chemical inventory.**

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

Duties in this classification may also include duties of Facilities Maintenance I & II

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

A high school diploma or equivalent, three years experience and knowledge of the methods, practices, tools and equipment used in the operation and treatment of water in air conditioning, heating boilers, steam boilers, reverse osmosis water conditioners (all types), distilled water units, all types of water softeners, swimming pool and well water systems is 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 will be required before original appointment. An annual physical exam may be required. Maintenance/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 Core 4 operator license/certification (Forklift Operator – Aerial Lift – Scissor Lift – Boom Lift – Rough Terrain Fork Lift) is required as part of your employment at the University. The University will provide the certification/training. Failure to obtain said license/certification when provided by the University 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.

- OSHA 30-hour certificate/license required within (180) days. Failure to obtain said license/certification when provided by the University 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.
- Must possess backflow testing license within (1 year) of entry into the position.
- Must possess certified pool operators license within (1 year) of entry into the position.

*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.