

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Maintenance Worker (MWKR)

I. JOB INFORMATION

Job Title: Maintenance Worker (MWKR)

Job Class: 75068 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, performs general maintenance tasks associated with the occupations necessary to maintain University owned or leased buildings and facilities.

IX. PRIMARY DUTIES AND RESPONSIBILITIES

- **Repairs, installs, and maintains electrical equipment and apparatus, including but not limited to, light fixtures, ballast (when equipped with quick disconnect), bulbs, and tubes. Operates man lifts and aerial lifts. Repairs, installs and maintains all roofing systems and exterior building structures. Repairs, installs and maintains all flooring including but not limited to VCT, ceramic, carpet, sheet vinyl and cover base. Repairs, installs and maintains ceiling tiles and ceiling grid. Repairs, installs and maintains building plumbing systems and related equipment. May conduct tests of installed equipment for proper operation and code compliance. Stocks, orders and maintains an efficient and organized inventory of all parts and equipment needed on a regular basis.**
- **Moves, relocates and installs furniture and office equipment. Installs and assembles modular office furniture systems and occasionally reconfigures. Repairs and maintains furniture supplied within the building.**
- **Loads and unloads furniture and related materials. Operates forklifts, mechanical lift gates, and mechanical platforms to facilitate loading and unloading of materials. Operates vehicles in the transportation of moving materials, as necessary.**
- **Ensures proper care in the use and maintenance of equipment and supplies.**
- **Arranges and sets up furniture and related items for classroom and special occasions as instructed.**
- **Repairs projection screens, hangs bulletin boards, window coverings; installs shelves, coat racks, and all work relative to building functions.**
- **Assists with HVAC repairs and adjustments and monitors general building systems when needed.**
- **Utilizes I-Pad for labor reports, floor plans, electrical/plumbing schematics and access to automated work order reporting systems.**

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 maintenance, electrical or plumbing, OR a high school diploma or equivalent, and an advanced specialized education in building maintenance, electrical or plumbing, and one year of full-time experience in building maintenance, electrical or plumbing is required. Must be able to calculate basic math, including fractions, decimals and percentages. 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. 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 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.
- An Aerial Lift and Scaffolding 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.

*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.