

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Maintenance Worker, Assistant (MWKRA)

I. JOB INFORMATION

Job Title: Maintenance Worker, Assistant (MWKRA)

Job Class: 75069 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

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

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Performs minor maintenance, cleaning and repair, painting and/or assisting others in maintenance function.**
- **Assists in minor plumbing and electrical work, and disposal of some recyclable materials.**
- **May make routine inspections; replacing bulbs, securing damaged windows; turning off lights office machines, posting signs on damaged equipment, doors, etc.; reporting malfunctions to appropriate authority.**
- **Makes deliveries and picks up supplies and materials from other locations.**
- **Performs light carpentry repairs including routine tasks in the assembly of furniture and other materials and equipment as required.**

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 one year of full-time relevant and responsible work experience are required. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Duties are active, exposure to extreme temperature and temperature changes are frequent. High climbing is required. Requires walking, stooping, and climbing in -all weather conditions. Must be physically able to lift 65 pounds. Contact with chemicals, i While working under hazardous conditions, employee will be required to wear protective clothing. Exposure to toxic gas, chemicals, high pressure gases and danger of electrical shock exists. The wearing of respiratory protective equipment may 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.