

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Maintenance Worker, Lead (MWKRL)

I. JOB INFORMATION

Job Title: Maintenance Worker, Lead (MWKRL)

Job Class: 75070 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general direction, performs general maintenance tasks associated with the occupations necessary to maintain University owned or leased buildings and facilities. May provide leadership to other employees.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Directs, 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.**
- **Trains and instructs other maintenance employees in duties associated with the installation, maintenance, and operation of appliances, and all general building systems. Performs and trains maintenance staff to do preventive maintenance inspections of all classrooms and laboratories.**
- **Repairs projection screens, hangs bulletin boards, window covering, installs shelves, coat racks, and all work relative to building functions.**
- **Provides functional daily work direction to maintenance and repair workers in duties associated with maintenance and repairs by assigning duties, scheduling work loads and providing instructions in correct procedures to follow when required. Provides direction to determine all work priorities.**
- **Responsible 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 are mandatory.**
- **Monitors and tracks all warranties and service contracts. Assists in the assembly of yearly budgets for the areas responsible for as requested.**

- **Loads and unloads furniture and related materials onto and off trucks, ensuring that appropriate padding and ropes are used to prevent damage. Operates forklifts, mechanical lift gates, and mechanical platforms to facilitate loading and unloading of materials.**
- **Arranges and sets up furniture and related items for classroom and special occasions as instructed. Operates a large moving truck in the transportation of moving materials, as necessary.**
- **Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.**
- **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 maintenance worker duties within the overall scope of multi-trade projects.**
- **Utilizes I-Pad for labor reports, floor plans, electrical/plumbing schematics and access to automated work order reporting systems.**

Note: This is not intended to be an all-inclusive list of duties and responsibilities.

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

A high school diploma or equivalent, and six years of full-time experience in building maintenance, electrical or plumbing; OR a high school diploma or equivalent, a one-year specialized education in building maintenance, electrical or plumbing, and four years of full-time experience in building maintenance, electrical or plumbing 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 trade are 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.