

## POSITION DESCRIPTION

### Maintenance Utility Worker

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**Position** ..... Maintenance Utility Worker  
**Department/Site** ..... Facilities & Construction  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Maintenance Supervisor  
**Salary Range** ..... 29

#### **Summary**

Under general supervision performs a variety of semi-skilled tasks related to the repair and maintenance of building, building systems, and equipment. Performs clean-up and custodial duties, event set-ups, furniture and equipment moves, and assists the Skilled Maintenance Technicians in their duties.

#### **Essential Duties and Responsibilities**

Performs some or all of the following, depending on the area of assignment.

- Installs, maintains, troubleshoots and repairs basic electrical systems and components. Installs, adjusts, repairs or replaces electric lights, motors, heaters, small transformers, and other electrical apparatus. Installs electrical wiring. Participates in projects such as wiring communications between and within structures.
- Maintains, inspects, diagnoses and makes basic repairs to natural gas, water, refrigeration, and air distribution systems.
- Performs a variety of painting and varnishing duties. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. Uses spray equipment or brushes. Prepares and finishes various surfaces. Prepares surfaces and applies paint, varnish, and other protective and decorative finishes.
- Performs basic plumbing repairs. Inspects, maintains, and repairs plumbing systems, including other fluid flows such as natural gas. Fits, installs, and repairs sewer lines, water lines, heaters, valves and seals.
- Performs a variety of basic carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, bleachers, tables, sheds, scaffolds, forms, frames, window frames, fences and stairways.
- Performs some preventive maintenance on HVAC systems; changes filters, replaces worn belts, replaces thermostats and sensors. Assists Skilled Maintenance Technicians in the servicing and repair of HVAC equipment.
- Performs a variety of clean-up work in restrooms, classrooms, office spaces and on the campus grounds.
- Fills in for absent day custodians as needed.
- Performs setups for campus events.
- Moves furniture, equipment, material and other items as needed for maintenance operations or program needs.
- Assists Skilled Maintenance Technicians in the performance of their duties.
- Performs other duties as assigned that support the overall objective of the position.

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#### **Qualifications**

##### **- Knowledge and Skills**

- Requires working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and setups used in carpentry, electrical, plumbing, commercial painting, and heating and air conditioning.
- Requires a working knowledge of the uses and purposes of hand and power tools and equipment used on construction and general maintenance.
- Must be thoroughly familiar with safe work practices.
- Requires sufficient communications skills to convey information to co-workers and contractors.
- Requires sufficient math skills to make measurements.

##### **- Abilities**

- Requires the ability to perform basic electrical, plumbing, carpentry, heating and air conditioning, and commercial painting work skillfully and in a timely manner.
- Requires the ability to promptly respond to emergencies, including fire alarms and power outages.
- Requires the ability to operate trucks, forklifts, maintenance equipment, including a full range of hand and power tools used to perform construction, carpentry, electrical and mechanical services.
- Requires the ability to work cooperatively and maintain harmonious relations with staff, contractors, and the public.
- Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures.
- Requires the ability to work variable schedules.

#### **Physical Abilities**

- Requires the ability to perform work of an active nature, to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis.
- Requires the ability to push, pull and guide materials over 75 pounds on a regular basis.
- Requires the ability to climb, stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress.
- Requires speaking ability to carry on ordinary conversations.
- Requires the ability to work in extreme temperature conditions.

#### **Education and Experience**

- A high school diploma, or the equivalent, and two years of woodworking, metal trades, electrical mechanical maintenance, vehicle maintenance, heating/air conditioning, or plumbing experience.

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#### **Licenses and Certificates**

- Requires a valid driver's license and forklift certificate.

#### **Working Conditions**

- Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.