

Maintenance Services

Job Classification

Maintenance Services I Maintenance Services II Maintenance Services III Maintenance Services IV

Pay Grade

2

3

4

5

Education/Experience Requirements

High school diploma or GED

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Associate's Degree or completion of 18-month to 3-year technical specialty program

18 months of experience

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2-3 years of experience

Common Activities

Cleans lab equipment and tends to supplies

Performs grounds duties

Participates in maintenance and/or repair work

Performs skilled and maintenance and repair of electrical/mechanical systems and equipment

Performs standard cleaning, food preparation, and cafeteria tasks

Participates in general repair and cleaning of buildings, equipment, and grounds

Repairs and maintains machinery and equipment within assigned areas

Supervises the operation and maintenance of heating, air conditioning, and filter systems

Operates machines and equipment

Answers emergency repair calls

Repairs, installs, replaces, and tests electrical circuits, equipment, and appliances

Oversees the setup of equipment for University functions

Performs a variety of limited custodial duties

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Paints, plasters walls, and refinishes woodwork

Maintains inventory and keeps records of materials and supplies used

Scrubs walls, floors, shelves, tables, and sinks

Inspects rooms, halls, and laundry areas to ensure proper cleaning

Performs custodial and grounds keeping duties

Coordinates the work of others and adjusts work procedures to meet schedules

Arranges specimens and samples to be stored

Exercises a special skill in food preparation, cleaning, and other tasks

Organizational Impact

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Problem Solving

Performs standardized tasks that are covered by systems, procedures and available supervision. Problems are easily recognized and are solved with prescribed solutions. Supervision is present to assign and review work, address exceptions, and answer questions.

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Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of practices and procedures. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

Supervision

No Supervision

No Supervision

Interviewing, orientation, scheduling, work assignment and review for temporary employees, students, volunteers, and non-exempt employees.

Supervision, training, work assignment, and review, for various personnel actions for non-exempt employees.

Contact Level

Limited interaction within and outside the University. Refers inquiries to appropriate individuals.

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Routinely answers questions and provides information and data requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to supervisor.

Interacts with various levels within or outside the University. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

Financial Budget

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

Does not participate in budget preparation. May be authorized to maintain and order/sign for materials or supplies.

Compiles and tabulates budgetary data, calculates figures and checks for accuracy. Authorized to sign for materials.