

The University of Akron
Classification Specification

Job Title:	Maintenance Repair Worker Cert (2) year prog	Job Code:	94053
Job Function:	Staff	Grade:	07
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	7/12

Job Summary:

Under general supervision perform skilled, semi-skilled and unskilled maintenance work on buildings, athletic fields, exercise equipment, vehicles and equipment.

Essential Functions:

30% Perform all essential functions of a Maintenance Repair Worker. Perform installations, repairs and replacements of internal/external campus structures and/or facilities. Inspect, install, replace and repair all types of roofs, flooring, walls, windows, doors, furniture, etc.

15% Maintain, repair and replace various plumbing equipment, open clogged drains and related equipment. Plan, inspect and maintain records of maintenance concerns. Research and order maintenance repair parts and supplies.

15% Repair and install lighting, switches and outlets. Replace defective breakers and fuses as needed. Perform general maintenance on electrical systems.

15% Follow a predetermined schedule of preventative maintenance and daily observations of general building systems including ventilation, air conditioning and heating equipment. Change filters, belts and grease equipment as needed. Troubleshoot and fix equipment as needed.

15% Perform masonry, concrete, painting, welding and sheet metal work as needed.

10% Assist in ordering supplies. Monitor buildings for potential problems. Coordinate work with other trades. Complete work, time and material usage reports. Perform other duties as assigned by Supervisor.

Education:

Requires high school diploma or GED and the successful completion of the two year University Job Enrichment Training Program for Maintenance Repair Workers.

Licenses/Certifications:

Valid Ohio Driver's License.

Experience:

Requires a minimum of 4 years experience performing skilled repairs in plumbing, electrical, carpentry, HVAC and roofing. Ability to operate and use standard powered and non-powered tools and equipment such as hammers, saws, screwdrivers, drills, crowbars, jackhammers, core drills, circular saws, and hammer drills required. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write and accurately follow oral, written and graphic instructions required. Ability to work alone required. Problem solving skills and the ability to use judgment in determining the correct course of action required. Prior experience in leading others preferred.

Leadership:

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others, as assigned by the Supervisor.

Physical Requirements:

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb a ladder, scaffolding and work on rooftops.

Working Conditions:

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise, air pollution, and heights. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or

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the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

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