

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Facilities Maintenance I – Casualty Prevention

I. JOB INFORMATION

Job Title: Facilities Maintenance I (MWK1C)

Job Class: 75095 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, the primary focus of the job is on casualty duties, which involve emergency response, damage assessment, and repair work in the event of accidents, natural disasters, or other incidents causing harm or damage to university-owned or leased buildings and facilities. Additionally, the role encompasses general maintenance tasks associated with the upkeep of these buildings and facilities. Performs general maintenance tasks associated with the occupations necessary to maintain University owned or leased buildings and facilities.

IX. PRIMARY DUTIES AND RESPONSIBILITIES

Casualty Prevention

- **Inspects and tests fire protection and/or detection systems to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations and standards. Troubleshoots and/or arranges for the repair or replacement of defective fire/safety equipment and elevators.**
- **Responds to all calls for service on campus, and may be scheduled for first, second, third weekend and holiday shifts.**
- **Monitors conditions on campus by visual inspections and by utilizing automated building controls and fire alarms systems.**
- **Assess problems related to facility maintenance, HVAC, elevator entrapments and failures, fire/safety threats then corrects, mitigates, and/or reports problems in the proper manner, including contacting upper management and at their discretion calls employees in for overtime assignments.**
- **May be required to take and test water samples at the water plant and pool, and water softener checks throughout the campus.**
- **Assist in inspecting university buildings for compliance with pertinent life/safety and fire/safety standards as mandated by federal, state and local ordinances.**
- **Maintains the operation of emergency generators and reports problems to appropriate personnel.**
- **Assists with inspection of fire extinguishers. Assists with the preparation and issuance of hot/burn permits. Replaces faulty smoke detectors and reports problems to appropriate personnel. Disables and re-enables fire panels as directed.**

Generalist

- **Repairs, 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 cove base. Repairs, installs and maintains ceiling tiles and ceiling grid. Repairs, installs and maintains building plumbing systems and related equipment. Documentation (Inventory reconciliation entering materials used on job, and entering time spent on job), completing working orders in tracking system.

- **Maintains an efficient and organized inventory of all parts and equipment needed on a regular basis.**
- **Moves, relocates and installs furniture and office equipment including classroom and special occasion events and instruction. Installs and assembles modular office furniture systems and occasionally reconfigures. Repairs and maintains furniture supplied within the building.**
- **Loads and unloads furniture and related materials. Operates forklifts, mechanical lift gates, and mechanical platforms to facilitate loading and unloading of materials. Operates vehicles in the transportation of moving materials, as necessary.**
- **Ensures proper care in the use and maintenance of equipment and supplies.**
- **Repairs projection screens, hangs bulletin boards, white boards, window coverings, signage; installs shelves, coat racks, and all work relative to building functions.**
- **Assists with minor in-house construction or remodel projects. Projects may include but not limited to: drywall, framing, demo, small drywall patch and painting.**
- **Assists with HVAC repairs, Preventative Maintenance and adjustments and monitors general building systems when needed.**
- **Utilizes I-Pad for labor reports, floor plans, electrical/plumbing schematics and access to automated work order reporting systems.**

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 experience directly related to fire protection and/or fire detection systems are required. Knowledge of the Ohio Fire Code and Ohio Building Code is required. Two years of related general facilities maintenance experience, with basic knowledge of modern fire alarm systems, electrical, plumbing and HVAC. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, write and comprehend common vocabulary. Must have excellent communication and customer services skills.

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 will 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*.
- Within a year of hire, must successfully complete a minimum of forty hours of training specifically related to the field.
- A Core 4 operator license/certification (Forklift Operator – Aerial Lift – Scissor Lift – Boom Lift – Rough Terrain Fork Lift) is required as part of your employment at the University. The University will provide the certification/training. Failure to obtain said license/certification when provided by the University 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.
- OSHA 30-hour certificate/license required within (180) days. Failure to obtain said license/certification when provided by the University 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.