

WRIGHT STATE UNIVERSITY
Bargaining Unit Job Specification
Facilities Maintenance Worker II – Casualty Prevention

I. JOB INFORMATION

Job Title: Facilities Maintenance Worker II – Casualty (MWK2C)

Job Class: 75096 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision performs tasks related to day-to-day inspections, preventative maintenance and repair to University owned or leased buildings and facilities. Individuals in this position assist supervisor in direction and training to other employees in the department regarding fire/life-safety issues as well as coordinating with contractors on repairs to life safety equipment. Additionally, the role encompasses general maintenance tasks associated with the upkeep of these buildings and facilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

Casualty Prevention

- **Performs corrective and preventive maintenance work for fire/safety and life-safety equipment and building systems. Assists supervisor in reviewing maintenance contracts on life safety and suppression systems and devices (e.g. standpipe and hose systems, fire pumps, hydrants, sprinkler systems, hood suppression systems, portable extinguishers, etc.). Conducts routine tests and reports any deficiencies to the supervisor.**
- **Provides direction, guidance and training to other employee(s) in the department as well as customers that require additional information regarding fire/safety and life-safety issues.**
- **Responds to emergency situations including structural, mechanical and electrical system failures as they pertain to fire-safety and life/safety to assist with emergency and evacuation activities.**
- **Assists in conducting frequent and encompassing life-safety and fire/safety inspections of university buildings including safety infractions, material storage conditions, fire detection and suppression equipment, alarm systems, exit lighting, emergency lighting, etc. Conducts testing of equipment and performs flow tests as required by law. Assists by supplying information to supervisor on safety and fire prevention programs. May assist in fire-safety inspections in areas performing research activities.**

- Assists the supervisor as a liaison regarding Casualty Prevention responsibilities with internal and external agencies including the State Fire Marshal's Office, and state electrical and building inspectors.
- Assists the supervisor with Environmental Health and Safety inspections, reporting and resolving issues, and providing recommendations to correct safety hazards and violations.
- Assists in the evaluation of existing systems and any modifications to the systems to comply with National Fire Protection Association code, Ohio Fire Code, Ohio Building Code and other relevant codes and standards. Participates in construction meetings as needed. Participates in the acceptance testing of new life safety systems in construction and renovation efforts.
- Verifies and assists in the completion of monthly preventive maintenance schedules pertaining to casualty prevention.
- Coordinates with other workers as needed to complete Casualty Prevention Worker duties within the overall scope of multi-trade projects.

Generalist

- Daily inspections, installations, general and preventive maintenance (plumbing, electrical, carpentry, HVAC, painting, lock shop). Responds to emergency situations and evaluate and correct defects, utilizing proper protective gear.
- Perform diagnostic process to determine problems - make repairs
- Documentation (Inventory reconciliation entering materials used on job, and entering time spent on job), completing working orders in tracking system.
- Plans, designs and estimates projects. Provides project cost estimates to supervisor and interacts with customers to ensure timely completion of projects with minimal disruption to departmental operations. Responsible for on-the-job planning for completions of projects.
- Fabricates, installs, repairs and complete finishing work on interior/exterior components and hardware. Assist in take-offs for equipment and materials.
- Operates forklift/aieral lift as necessary.
- Train and instructs other maintenance employees in duties associated with the installation, maintenance, and operation of all general building systems. Performs and trains maintenance staff to do preventive maintenance inspections.
- Orders and maintains supplies. Determines material costs and purchases materials for job completion.
- Coordinates with other workers and trades as needed to complete work within the overall scope of multi-trade projects, and determining the design and construction of particular components.
- Ability to establish and maintain effective working relationships.
- Activities and decisions are varied in nature, requiring the solving of both common and unusual problems. This position's supervisor or other appropriate position is consulted for clarification of policies only where 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.
Duties in this classification may also include duties of Facilities Maintenance I*

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

A high school diploma/vocational school or equivalent. Five years of full-time experience in building maintenance AND Extensive knowledge of National Fire Protection Association code, Ohio Fire Code, Ohio Basic Building, and applicable Ohio Revised Code is required. Six years of related general facilities maintenance experience, with basic knowledge of modern fire alarm. Excellent interpersonal communication and project management skills are required. Must be familiar with concepts, practices, and procedures; maintenance, electrical, plumbing, carpentry or HVAC. 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. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates.

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. There are conditions, equipment and materials present which require proper handling to ensure safety. 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. Includes some heavy lifting, bending, and standing for extended periods of time. 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.

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*.

- A State of Ohio Fire Inspector Certification must be obtained within one year upon the successful completion of the final probationary period.
- A fire/safety certificate must be obtained upon successful completion of the final probationary period.
- A Core 4 operator license/certification (Forklift Operator – Aerial Lift – Scissor Lift – Boom Lift – Rough Terrain Forklift) 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.