

# Classification Specification: Sr. Maintenance Repair Worker

Classification Number: 53112  
Effective Date: 04/14/2014

Pay Grade: 24  
Current Exemption Status: Nonexempt

## Position Summary

Responsible for the day-to-day general maintenance and care for assigned buildings and grounds. Responds to work orders regarding minor plumbing, electrical, heating and cooling systems, general maintenance and repairs and general grounds keeping.

## Essential/Primary Duties

- Performs minor repairs and painting of fixtures, rooms, buildings, signs and equipment. Patches, plasters and prepares surfaces for painting and may assist in masonry work.
- Performs maintenance, replacement, minor installation and repair of plumbing equipment, including traps, fittings, plumbing fixtures, valves, faucets, toilets, sinks and bathtubs.
- Performs maintenance, replacement, minor installation and repair of heating and cooling systems and equipment, including installation of window air conditioning units.
- Performs maintenance, replacement, minor installation and repair of electrical equipment, including light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, fans and televisions.
- Performs carpentry work involving maintenance, alteration and repair to buildings, equipment and wood structures, including doors, windows, walls, woodwork, floors, furniture and door closers. Performs spot roof inspections and cleanings.
- Conducts building tours and minor preventative maintenance work.
- May operate machines, tools, snow removal equipment, buffers, strippers and other floor maintenance equipment.
- May repair tools and equipment.

## Experience and Education

### Experience

- One year related experience required

### Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

## Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

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## Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of basic computer skills
- Ability to operate hand and/or power tools appropriate to the trade

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

Maintenance Repair Worker 1 and other staff

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.