

Position Description - Classified

Position Status:

Working Title		Position Number
Trades/Maintenance Worker 2		E99455
Classification Title		Classification #
Trades/Maintenance Worker 2		C4121
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Non-Exempt – Eligible for Overtime
Work Location		Department / Division
Monmouth – Polk		Facilities/VPFA
Reports to		Reports to Position Number
Assistant Director Facilities Services		E99233
Incumbent		University ID #
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>Facilities Services is a service-oriented organization charged with the responsibility of maintenance and operation of the building and grounds allocated to Western Oregon University. Facilities Services operates within the property belonging to Western Oregon University. Geographic responsibilities include 157 acres and more than 60 buildings and facilities comprising over 1.3 million square feet of structures. In addition to the Monmouth campus, this department provides services for 525 Trade Street in Salem, Oregon. The department works to provide a safe, clean, comfortable environment for students, faculty, and staff to live, learn, and work. We embrace diversity, equity, and inclusion and strive to ensure that we treat everyone with respect and dignity.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The purpose of this position is to place an emphasis toward building maintenance/repair and HVAC maintenance and repair. The maintenance worker performs skilled and semi-skilled work in any of several trades such as, but not limited to, building maintenance and repair, HVAC maintenance and repair, plumbing maintenance and repair, and assists in the maintenance of the boiler plant. The work is usually performed independently and without the direct guidance of a skilled tradesperson.</p>

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised		
Percent of Time		Duties
45%	E	<u>Operation and Maintenance, Service and Repairs:</u> Performs service and repairs of all campus buildings and building equipment under Facilities Services including, but not limited to, pumps, motors, HVAC systems, controls, and devices. Assists with the upkeep of building roof systems which include various roof materials, and the cleaning of gutters and drains.
25%	E	<u>Preventative Maintenance:</u> Assists with and performs building preventative maintenance including filter replacement, lube, belt, and sheave adjustments and replacements.
15%	E	<u>Plumbing:</u> Assists with minor maintenance and/or repairs such as, but not limited to, plumbing fixtures such as sinks and toilets, piping, P-traps, drain traps, and drain lines, heating and cooling and domestic water lines.
10%	E	<u>Boilers:</u> Assists with and performs maintenance of all steam plant boilers and auxiliary equipment, traps, controls, and heat exchanges.
5%	E	<u>Other Duties as Assigned</u>

Working Conditions:

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.
<ul style="list-style-type: none"> ● Requires physical abilities to perform sustained arduous tasks under adverse weather conditions. ● May work in below grade utility tunnel systems. ● Must be able to access rooftops, and work from elevated platforms up to 75 feet high. ● Must be able to climb stairs, set ladders and scaffolding. ● Must be able to lift 75 pounds without assistance. ● May be required to work in dusty, humid, hot, work environments. ● May be required to perform duties while using a respirator and/or protective equipment. ● Must be willing to work occasional weekends and holidays. ● May be required to be available for emergency callbacks and overtime upon request. ● This position is part of a Facilities Services after hour’s response team and may be contacted periodically on off hours to come in for campus service/repairs.

Guidelines:

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.
<ul style="list-style-type: none">● Follow WOU Facilities Services safety policies and procedures.● Use standard practices, methods, tools, and materials used in trade related to building and equipment servicing.● Follow and understand Uniform Building Codes, Mechanical Codes, and Plumbing Codes.● Follow the National Electrical Code● Follow OSHA Requirements
How are these guidelines used to perform the job?
<ul style="list-style-type: none">● To perform the job in the safest and most journeyman like manner.● To ensure the campus is following code in related matters.

Work Contacts:

Who contacted	How (email)	Purpose	How often?
Employees	Personal Contact	Coordinate Work	Daily
Vendors	Personal Contact	Coordinate Work	Daily
Students	Personal Contact	Coordinate Work	Daily

Job Related Decision Making:

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decision where possible.
The Trade/Maintenance Worker 2 may work independently, and on-the-spot decisions may be required when answering emergency calls. Will be required to supervise semi-skilled and/or student assistants.

Review of work:

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?
The Assistant Director will review work to assure conformance with standard practices of the various trades. This position will be evaluated annually and through routine examination of work performed.

Additional Job-Related Information:

Any other comments that would add to an understanding of this position
This position is required to maintain a valid State of Oregon driver's license.

Special Requirements / Preferred Qualifications
We prefer this position to have an LME and a Universal Refrigerant Handler EPA Certification, but this is not required. This position is considered an essential employee and must report for duty when departmental policies require, during inclement weather, during emergencies, special events, etc. Must be available for on-call after hours. Other duties as assigned.
Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:
NA

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority (Human Resources)	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA -HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		