September 2013

University of Wisconsin-Superior
POSITION DESCRIPTION
Facilities Maintenance Specialist

POSITION SUMMARY: This position will provide maintenance support to the Residence Life Facilities. This position will coordinate the entire maintenance operation of the Residence Life Department on the UW-Superior Campus and will coordinate complex work with Residence Life and Facilities Management. It will inspect and make repairs to plumbing and electrical equipment and make structural repairs. It will assist trades craft workers. This position will function as the lead worker and assist in the direction of the work of the student staff members.

This position is supervised by the Building & Grounds Superintendent in Facilities Management; work is coordinated by the Director of Residence Life.

30% **Inspect and make minor repairs to plumbing equipment.**

A.

1. Maintain, repair or replace bathroom fixtures; drain traps, faucets, shower valves and heads, urinal tanks, and flush valves.
2. Unplug drains.
3. Inspect, diagnose and repair heating problems, making changes and adjustments as necessary.
4. Set and maintain a preventative maintenance schedule on equipment.
5. Maintain and repair water fountains and Ice machines.
6. Lubricate mechanical equipment such as motor generators, compressors, pumps and change belts. Replace bearings and repair shafts in motors, fans and pumps.

30%

B. **Inspect and make minor repairs to building systems.**

1. Make adjustments and repairs to student furniture and building fixtures.
2. Repair broken window glass and screens.
3. Paint and varnish designated areas.
4. Install and replace steel door jambs.
5. Maintain sauna.
6. Build and mount shelving units.
7. Repair and weld bed frames and fabricate miscellaneous items.
8. Repair, weld and replace toilet partition stalls.
9. Assist Carpenter Shop in building and sheet rock partitioning walls.
10. Replace and/or lay new ceramic tile.
11. Core drill holes in walls and floor for plumbing and electrical purposes.
12. Repair and patch penetration holes in walls and floors.

30%

C. **Inspect and make minor repairs to electrical equipment.**

1. Replace stair well lights as required.
2. Repair light fixtures as required.
3. Maintain and repair power tools.
4. Maintain and repair cleaning equipment.
5. Maintain and repair microwave ovens, range stoves, refrigerators, floor blowers, fans, vacuum cleaners, carpet cleaners, wet vacuums, and portable air compressors.
6. Inspect electrical problems and consult with Electrical Shop as necessary to make necessary repairs.

10%

D. **Perform miscellaneous duties**

1. Purchase and maintain inventory of supplies, tools and parts.
2. Assist the Residence Life Director and Facilities Management with preventative maintenance schedule.
3. Move furniture as needed for programmatic needs.
4. Train and assist in the direction the work of student employees.
5. Maintain exercise equipment and repair as required.
6. Install, maintain, and make minor repairs to air conditioners.

KNOWLEDGE/SKILLS AND ABILITY

- Knowledge and ability to operate power equipment and tools such as power drills, skill saws, drill press, table saw.
- Knowledge of basic electrical repair procedures.
- Knowledge of basic plumbing/hvac repair procedures.
- Knowledge of basic carpentry procedures.
- Knowledge of Job Safety and Occupational Hazards.
- Ability to maintain and repair glass cutter.
- Possession or ability to obtain a valid driver's license and the ability to operate a state vehicle.
- Ability to operate and use different technologies to communicate with customers and staff members.
- Requires possible heavy lifting to OSHA standards of 50 pounds, and at times above the shoulders.
- Maintains a positive work atmosphere by behaving and communicating in a cooperative manner with customers, students, co-workers and supervisors.
- Must be able to bend, stoop, kneel and climb up and down ladders and scaffolds without any impairment.
- This position may require working outdoors, exposed to all weather conditions.
- This position may expose worker to sounds and noise that are distracting and uncomfortable.
- This position will wear special work clothing and common protective or safety attire or equipment as directed by department guidelines and/or supervisor.