

General Maintenance Specialist Senior

Job Code: 7216

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs a variety of duties involving routine maintenance and repair to facilities under minimal supervision in areas such as electrical, plumbing, HVAC, swimming pools, food service equipment, landscape, paint, and carpentry and is a lead to others performing similar duties. Performs work requiring independent judgment, planning, coordinating, and prioritizing of efforts.

- Plans, organizes, assigns, and reviews the maintenance work of unskilled and semi-skilled workers assigned to his/her team.
- Ensures that adequate supplies, materials, and equipment are available for projects and workload.
- Performs maintenance duties such as basic plumbing, electrical, heating, air conditioning, swimming pool maintenance and repair, paint, carpentry, and landscape activities.
- Identifies emergency repairs beyond his/her skill level and that of his/her team members in order to summon on-call assistance using defined procedures.
- Has regular contact with University representatives, customers, and outside vendors and agencies to gather and disseminate a wide variety of information.
- Performs minor equipment repair to welders, drills, saws and other tools.
- Completes required forms and logs.
- Performs tasks using small hand tools and power equipment.
- May recommend building or equipment repair or equipment or tool replacement to management.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 36 months basic maintenance activities such as electrical, plumbing, HVAC, pool maintenance paint, carpentry and landscape.

Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to communicate verbally and in writing
- Ability to compose original written reports
- Ability to train and direct others, conduct interviews
- Uses tools or equipment with expertise
- Ability to accurately read and understand written materials and instructions
- Ability to update written records, including computerized records
- Read and understand complex written materials such as blueprints, metrics or technical manuals

Working Conditions

Physical:

Climbing ladders, working at heights. Shoveling snow from doorways and sidewalks. Lifting and carrying loads up to 100 lbs. Prolonged standing and walking. Working with insulation such as fiberglass. Climbing stairs, including carrying while climbing. Excessive stooping and bending.

Environmental:

Painting and exposure to chemicals associated with paint. Exposure to odors. Exposure to disagreeable tasks or conditions. Working in very tight areas/cramped enclosures. Exposure to hazardous chemicals. Work may involve night, weekend, shift or overtime work. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

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