



DATE ISSUED: 04/08
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Maintenance Worker II

JOB SUMMARY

Performs skilled work in the maintenance and repair of machinery, mechanical equipment, and building structures. Responsibilities involve the repair and maintenance of complex machinery and mechanical equipment in accordance with diagrams, sketches, manuals, and manufactures specifications. Duties include a wide variety of maintenance, repair, and construction tasks in relation to building structures and premises. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Maintenance Worker Leader

Supervises: No supervisory responsibilities

PRIMARY DUTIES - *May include, but not limited to the following:*

Installs, repairs, and performs preventive maintenance on lavatories, commodes, and other fixtures.

Disassembles, removes and replaces parts on mechanical units such as motors, power tools, switches, and other instruments and on steam, water, and gas lines.

Maintains and repairs building including doors, windows, walls, ceilings, floors, and electrical circuits.

Performs maintenance and repair tasks involving welding and machining not requiring high precision.

Requisitions necessary supplies from central warehouse.

Maintains record of materials and labor expended on each job.

Repairs minor air-conditioning problems such as noise and vibration problems.

ADDITIONAL DUTIES

Coordinates work in allied crafts when necessary.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Vocational or trade school preferred.

EXPERIENCE

Two years of general maintenance experience including carpentry, electrical, painting and/or plumbing duties. Job-related vocational training or other education may substitute for the required experience on a year-for-year basis.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors/outdoors. The noise level in the work environment is low to moderate. Exposure to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.