

The University of Akron
Classification Specification

Job Title:	Asst Maintenance Repair Worker	Job Code:	94051
Job Function:	Staff	Grade:	05
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	7/12

Job Summary:

Under general supervision perform skilled, semi-skilled and unskilled maintenance work on buildings, athletic fields, exercise equipment, vehicles and equipment at apprentice skill level. Assist Maintenance Repair Worker and Master Maintenance Repair Worker in completion of skilled, semi-skilled and unskilled repairs.

Essential Functions:

40-50% Perform routine installations, repairs and replacements of internal/external campus structures and/or facilities. Inspect, install, replace and repair all types of roofs, flooring, walls, windows, doors, furniture, etc.

5-15% Maintain, repair and replace various plumbing equipment, open clogged drains and related equipment. Plan, inspect and maintain records of maintenance concerns. Research and order maintenance repair parts and supplies.

5-10% Repair and install lighting, switches and outlets. Replace defective breakers and fuses as needed. Perform basic maintenance on electrical systems.

5-15% Follow a predetermined schedule of preventative maintenance and daily observations of general building systems including ventilation, air conditioning and heating equipment. Change filters, belts and grease equipment as needed. Troubleshoot and fix equipment as needed.

5 -10% Perform masonry, concrete, painting, welding and sheet metal work as needed. Assist in ordering supplies. Monitor buildings for potential problems. Coordinate work with other trades.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Supervisor.

Education:

Requires high school diploma or GED.

Licenses/Certifications:

Valid Ohio Driver's License.

Experience:

Requires a minimum of 1 year experience performing semi-skilled and skilled repairs in plumbing, electrical, carpentry, HVAC and roofing. Ability to operate and use standard powered and non-powered tools and equipment such as hammers, saws, screwdrivers, drills, crowbars, jackhammers, core drills, circular saws, and hammer drills required. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write and accurately follow oral, written and graphic instructions required. Ability to work alone required. Problem solving skills and the ability to use judgment in determining the correct course of action required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb a ladder, scaffolding and work on rooftops.

Working Conditions:

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise, air pollution, and heights. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.