



## ***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:* Assistant Supervisor, Facilities Operations Dallas

*Supervises:* No supervisory responsibilities

### ***ESSENTIAL 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.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- General knowledge of the standard tools, materials, methods and practices of the trade.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to establish and maintain effective working relationships.
- Skilled in the use of tools and equipment basic to the trade.
- Ability to determine equipment needs, diagnose equipment malfunctions or failures and correct the problem rapidly.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to respond to emergency situations in a timely manner.

### **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, 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.

### **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*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:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***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, gender, sex,***

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Date Issued: 11/13  
FLSA: Non-Exempt  
PTO: COVS*

***sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

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