



## ***JOB DESCRIPTION***

### ***TITLE***

Maintenance Worker I

### ***JOB SUMMARY***

Responsibilities involve the repair and maintenance of machinery, mechanical equipment and building structures at both TWU campuses in Dallas, in accordance with diagrams, sketches, manuals, and manufactures specifications. Duties will also include painting and make ready of offices, the repair of such items as doors, windows, lights and ceilings in various building structures. Position also requires filling in for custodial staff on sick days and vacation days and will require employee to work at both campuses in this capacity also. Work is performed under direct 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 Leaders

*Supervises:* No supervisory responsibilities

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

- Repairs minor air-conditioning problems such as noise and vibration problems.
- Maintains and repairs buildings including doors, windows, walls, ceilings, floors and electrical circuits.
- Performs plumbing tasks such as unstopping lavatories, sinks and commodes.
- Repairs faucets, water pipes and kitchen equipment.
- Operates drain Roto-Rooter, drill press, grinder buffer and pipe threading machine.
- Performs repairs and preventive maintenance on electrical, plumbing and chilled water systems.
- Applies pesticides, ant baits, repellents and set rodent traps.
- Cleans trash and debris from parking lots and grounds.
- Maintains record of materials and labor expended on each job.

**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**

One year 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 Texas driver's license 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. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and / or outdoors. The noise level is usually moderate to loud. Work is performed in a various environments. Exposure to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical and toxic waste hazards. May be required to work in locations that involve that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops and in adverse weather conditions.

### **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**

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PTO: COVS

***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, 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.***