

UNIVERSITY OF ALASKA

**LOCAL 6070, ALASKA HIGHER EDUCATION CRAFTS AND TRADES EMPLOYEES
BARGAINING UNIT CLASSIFICATION DESCRIPTION**

JOB TITLE: Maintenance Service Worker 1

Wage Grade - MSW 1

Non-Exempt

Job Title Number - 7501

Creation Date: July 21, 1998

Date of Last Revision: July 25, 2001

SUMMARY: Under frequent supervision will receive assignments with detailed instructions. Progress will be checked regularly. May routinely attend to and care for facilities, grounds, animals, machines, and equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are representative of duties that are performed by persons in the Maintenance Service Worker 1 category. More specific duties may be detailed in departmental job descriptions. Persons in this category, with requisite skills and abilities, may at times be required to perform other duties and responsibilities including those mentioned in other classification descriptions and marginal responsibilities shared by any other classification as assigned by management.

- A. Keeps building and grounds in clean and orderly condition including but not limited to trash removal, raking, mowing, spraying, and other general maintenance.
- B. Removes hazards from buildings and grounds including snow, ice, debris, animal wastes, construction materials, and other items as required.
- C. Assist in maintaining building and grounds including repairing fences, gates, landscape, walls, walks, and signs.
- D. Drives vehicles and small equipment including tractors, forklifts, small to medium sized trucks, and vans.
- E. Uses files, requisitions, and work orders, including computerized systems, to maintain inventories and issue materials. Sorts and places materials or items on racks, shelves, or in bins and performs periodic inventories.
- F. Conveys materials and items from receiving areas to storage or other designated areas.

DISTINGUISHING CHARACTERISTICS:

This is the first level of maintenance service worker classification and is distinguished from the MSW 2 classification in that work progress in this classification is more directly supervised and frequently checked.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Any combination of education and experience which clearly demonstrates the skills and abilities necessary to accomplish the essential functions of the job.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Interpersonal Skills: Ability to work in a group setting including following instructions given by a Lead or Supervisor; relating in a positive manner to management and other employees; and assisting in providing a productive and safe work environment.

Mathematical Skills: Ability to add, subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations: May require a current valid driver's license.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit while operating equipment or working on a stationary project and may be exposed to the unpleasant smell of odors and gases.

The employee may frequently lift and/or move up to 70 pounds. Specific vision abilities required by this job may include close vision, distance vision, color vision, night vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts; in high, precarious places; in confined spaces; and in outside weather conditions. The employee may encounter wet and/or humid conditions; fumes or airborne particles; hazardous chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually loud. Appropriate protective measures must be taken to prevent injury.

POSITIONS COVERED: Examples of position titles covered under Maintenance Service Worker I:

Agricultural Helper
Grounds Laborer
General Laborer

Agricultural Laborer
Barn Worker
Warehouser Apprentice