

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

**JOB TITLE:** Maintenance Service Worker 3

**Wage Grade -** MSW 3

**Non-Exempt**

**Job Title Number -** 7503

**Creation Date:** July 21, 1998

**Date of Last Revision:** July 25, 2001

**SUMMARY:** May routinely maintain and repair machinery, equipment, physical structures, agricultural and landscaping projects 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 3 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. Maintains facilities, including custodial services, minor and routine painting, plumbing, and other related maintenance activities.
- B. Fabricates and repairs counters, benches, partitions, and other wooden structures.
- C. Operates and maintains pipe systems and related hydraulic and pneumatic equipment, making minor repairs and/or replacement of components.
- D. Maintains facilities, grounds landscaping and appurtenances, including snow and debris removal.
- E. Lifts and carries supplies such as facility equipment, including agricultural products and animal feeds.
- F. Sets up and operates hand tools and equipment, motorized equipment, agricultural tools and equipment, and small to medium sized trucks, tractors, or vehicles.
- G. 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.
- H. Prepares, plants, harvests and stores agricultural crops and feeds and cares for farm animals.

- I. Removes hazards from buildings and grounds including snow, ice, debris, animal wastes, construction materials, and other items as required.
- J. Maintains and monitors heaters for environment around rocket motors and payloads.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the MSW 2 classification in that recurring tasks may be performed independently and in accordance with established policies and procedures. Individuals in this classification may be required to obtain additional licenses/certificates. This classification is distinguished from the MSW 4 classification in that the latter requires a higher skill level involving analysis and resolution of more complex issues.

### **ADMINISTRATIVE RESPONSIBILITIES:**

Routine responsibilities may include scheduling, assigning, and directing work for one to four employees. May be required to act as a Lead for other similarly classified employees and/or employees in lower classifications.

### **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:** Certificate of Completion from technical school and a minimum of three years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other employees of the organization.

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

**Mathematical Skills:** Ability to calculate figures and amounts such as electrical loads, pressures, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations:** May require professional licenses and certificates. Examples include a commercial driver's license, pesticide licenses, and large equipment operator certifications.

**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. The employee frequently is required to talk to other employees, supervisors, or the public; hear instructions or requests of other employees, supervisors, or the public; sit while operating large 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 the 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 3:

Agricultural Assistant  
Custodian Maintenance Worker  
Laborer & Light Duty Equipment Operator  
Warehouser I

Animal Caretaker  
Grounds Worker  
Heater Watch