

UNIVERSITY OF ALASKA

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

JOB TITLE: Maintenance Service Worker 4

Wage Grade - MSW 4

Non-Exempt

Job Title Number - 7504

Creation Date: July 21, 1998

Date of Last Revision: July 25, 2001

SUMMARY: May routinely perform a variety of maintenance, repair, and construction tasks in a combination of several trades requiring less than journeyman skills in any one of the trades practiced. Maintenance Service Worker 4 differs from the craft and trades classifications in that the skills are not necessarily specialized to a particular service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are representative of the duties that are performed by persons in the Maintenance Service Worker 4 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 ventilation equipment, electric generators, agricultural equipment, and fuel systems by making routine repairs and minor adjustments as necessary.
- B. Visually inspects and listens to machines and equipment to locate causes of malfunctions. Dismantles machines and equipment and installs new or repaired parts.
- C. Occasionally lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment, and repairs and replaces gauges, valves, pressure regulators, and related equipment.
- D. Operates and repairs pumps, water systems, and other boiler room equipment at locations other than UAF Power Plant, including but not limited to firing boilers under supervision and assisting in maintaining proper pressure and water levels.
- E. Assembles, overhauls, and rebuilds small engines, motors, pumps, generators, agricultural equipment and related equipment.
- F. Occasionally troubleshoots, analyzes, and repairs various types of mechanical, electrical, and agricultural vehicles and related equipment.
- G. Performs preventative maintenance on various equipment including heating and cooling systems, vehicles, and agricultural equipment, at this skill level.

- H. Operates construction and road maintenance equipment in excess of 100 horsepower or vehicles in excess of 33000 GVWR for less than 50% of assigned duties.
- I. Maintains records of repair and overhaul work performed; maintains parts and supply records; orders needed parts and supplies.
- J. Removes hazards from buildings and grounds including snow, ice, debris, animal wastes, construction materials, and other items as required.
- K. Performs certain practices of animal husbandry including health maintenance and treatment; calving; artificial insemination; inoculations; milking; monitoring feeding; and collection and analysis of samples.
- L. Stocks shelves, racks and bins, maintains inventories and issues materials. Identifies compatible substitute maintenance and operational repair and replacement parts as needed. Periodically receives materials.
- M. Routinely delivers and picks up hazardous materials, to include compressed gas cylinders.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the MSW 3 classification in that this classification requires a higher level of skill and/or experience. A variety of tasks are performed independently or with limited supervision. The MSW 4 classification differs from the craft and trade classifications in that the work is of a general nature and broad in scope rather than specialized to one particular trade.

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: Apprentice level or equivalent certification; or a minimum of six years multi-trade experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret professional journals and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management.

Interpersonal Skills: Ability to work independently and in a group setting including following and communicating instructions given by management; relating in a positive manner to management and other employees; making efforts to solve crew conflicts; and assisting in providing a productive and safe work environment.

Mathematical Skills: Ability to calculate figures and amounts such as pressures, frequency, 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 be required to have a specialized license and/or certification, i.e., a commercial driver's license and hazardous materials endorsements.

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 is frequently 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 regularly works near moving mechanical parts; in high, precarious places; in confined space; 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 possible injury.

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

Herder
Maintenance Worker
Equipment Operator I
Warehouser II

Coal Unloader Operator
Farm Maintenance Mechanic
Light Duty Mechanic
Mechanic Operator