

APPENDIX II

MAINTENANCE

BASIC FUNCTION AND RESPONSIBILITY:

Perform complex maintenance and repair work to install, operate, maintain and repair specific building structure, systems and equipment in an assigned area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assume responsibility for the proper, safe and efficient operation of specific building structure, systems and equipment and related components.
2. Install, operate, maintain, troubleshoot and repair complex building systems and equipment.
3. Perform a variety of complex duties relating to repair requests, work order, and planned maintenance in a specific area of maintenance.
4. Determine and procure tools, materials and repair parts to maintain assigned systems and equipment.
5. Read and interpret plans and specifications and operation and maintenance manuals for specific systems and equipment.
6. Respond to and perform emergency repairs and service as necessary for the proper operation of specific building systems and equipment.
7. Recommend purchase of materials, supplies and equipment.
8. Attend meetings and coordinate with other departments for special events.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assume responsibility for conformance to applicable local, state and federal codes concerning a specific area of building maintenance.
2. Plan, design and specify materials for assigned projects.
3. Assist administrative personnel in the planning and design of facilities as assigned.
4. Supervise or train personnel during specific projects as assigned.

5. Perform maintenance duties as assigned.
6. Perform miscellaneous duties in Physical Plant as assigned.
7. Assist with special indoor events, setup, and removal.
8. Perform additional duties as may be assigned.
9. Direct student workers as assigned.

SUPERVISION RECEIVED FROM:

- A. Director of Facilities

QUALIFICATIONS:

1. High school diploma or equivalent amount of education and experience.
2. Three or more years of direct experience or five or more years of related experience in a specific area of building maintenance.
3. Demonstrated ability to perform assigned work individually with a minimum of supervision.
4. Manual dexterity and the physical ability to lift and carry safely a minimum of 50 pounds.
5. Ability to work from basic blueprints, shop drawings and sketches, as currently reviewed by members of the maintenance staff.
6. Work with outside contractors as required.
7. Welding.
8. Ability to climb a ladder.

DESIRABLE QUALIFICATIONS:

1. Five or more years of direct experience in a specific area of maintenance.
2. Two-year college degree or successful completion of an apprenticeship program in a specific area of building maintenance and/or three or more years of direct experience.
3. A valid Class "B" Illinois Commercial Driver's License.