

# Classification Description Index

Employee Group	Title	Level	Page
<b>Office Professional (OP)</b>	<a href="#">Office Assistant</a>	OP-3	2
	<a href="#">Office Clerk</a>	OP-3	3
	<a href="#">Secretary</a>	OP-4	4
	<a href="#">Office Specialist</a>	OP-4	5
	<a href="#">Retail Clerk</a>	OP-4	6
	<a href="#">Lead Retail Clerk</a>	OP-5	7
	<a href="#">Administrative Secretary</a>	OP-5	8
	<a href="#">Senior Office Specialist</a>	OP-5	9
	<a href="#">Executive Secretary</a>	OP-6	10
	<a href="#">Executive Office Specialist</a>	OP-6	11

Employee Group	Title	Level	Page
<b>Police Officers (PD)</b>	<a href="#">Community Policing Officer</a>	PD-2	12
	<a href="#">Police Officer</a>	PD-2	13

Employee Group	Title	Level	Page
<b>Service Maintenance (SM)</b>	<a href="#">Custodian</a>	SM-2	16
	<a href="#">UC Facility Operations Worker</a>	SM-2	17
	<a href="#">Caretaker</a>	SM-4	18
	<a href="#">Preventive Maintenance Tech</a>	SM-4	19
	<a href="#">Sr Custodian/Floorcare Spec</a>	SM-4	20
	<a href="#">Sr UC Facility Ops Worker</a>	SM-4	21
	<a href="#">Trades Helper/Architectural</a>	SM-4	22

Employee Group	Title	Level	Page
<b>Service Maintenance (SM)</b>  [continued]	<a href="#">Warehouse Worker I</a>	SM-4	23
	<a href="#">Building Maintenance Worker</a>	SM-6	24
	<a href="#">Custodian Equip Maintenance Worker</a>	SM-6	25
	<a href="#">Maintenance Mechanic Specialist</a>	SM-6	26
	<a href="#">Sign Shop Operator</a>	SM-6	27
	<a href="#">Sr Caretaker</a>	SM-6	28
	<a href="#">Sr Caretaker/Recycling</a>	SM-6	29
	<a href="#">Warehouse Worker II</a>	SM-6	30
	<a href="#">Water Quality Specialist</a>	SM-6	31
	<a href="#">Energy Facility Operator/Insulator</a>	SM-7	32
	<a href="#">Auto &amp; Equip Mechanic</a>	SM-8	33
	<a href="#">Fire Alarm Maint Tech/Jrny Electrician</a>	SM-8	34
	<a href="#">Jrny Bldg Maint Worker</a>	SM-8	35
	<a href="#">Jrny Carpenter</a>	SM-8	36
	<a href="#">Jrny Electrician</a>	SM-8	37
	<a href="#">Jrny Locksmith</a>	SM-8	38
	<a href="#">Jrny Maint Mechanic</a>	SM-8	39
	<a href="#">Jrny Mason</a>	SM-8	40
	<a href="#">Jrny Painter</a>	SM-8	41
	<a href="#">Jrny Welder/Maint Mechanic</a>	SM-8	42
	<a href="#">Kitchen Equip Mechanic</a>	SM-8	43
	<a href="#">HVAC Commissioning Tech</a>	SM-10	44
	<a href="#">HVACR &amp; Controls Technician</a>	SM-10	45
<a href="#">Jrny Electrician/High Voltage</a>	SM-10	46	
<a href="#">Lead Jrny Maint Mechanic</a>	SM-10	47	
<a href="#">Sr Energy Facility Operator</a>	SM-10	48	

# Classification Description

---

**Title:** Office Assistant

**Level:**

**OP-3**

**Date:** Sept, 2015

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

Duties performed are of a secretarial nature. This is a first-level secretarial job, and while it incorporates elements of other levels, it has a majority of effort associated with general support services including typing, filing, receptionist duties, scheduling; maintaining files, records, lists; and other related duties. The job includes a level of independence to respond to requests within defined parameters and procedures.

## **SUPERVISION EXERCISED:**

- May supervise student employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- One year of qualifying experience or a combination of education and experience that equates to one year.
- Experience with Microsoft Word.
- Customer service experience.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Experience coordinating the work of others.
- Experience with SAP.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Types, proofreads, edits, and prepares for mailing: correspondence, memos, and other written materials related to work functions.
- Schedules meetings, appointments, facilities, and services for work area or for staff, requiring primarily internal contacts.
- Coordinates mailings; opens, reviews, and processes incoming mail.
- Assists with outside contacts regarding meeting materials, programs, updates, and other support functions related to work area.
- Serves as primary support staff for work area, department or unit, coordinating and supervising student employee(s).
- Makes recommendations related to assigned duties, office procedures, or processes.

# Classification Description

---

**Title:** Office Clerk

**Level:**

OP-3

**Date:** Sept, 2015

**FLSA Status:**

Non-Exempt

---

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

Duties performed are of a clerical nature. This is a first-level clerical position, and while it may incorporate elements of other levels, it has a majority of effort associated with general support services including record keeping, data entry, filing, maintaining files, lists, and other related duties. The job includes a level of independence to respond to requests within defined parameters and procedures.

## **SUPERVISION EXERCISED:**

- May supervise student employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- One year of qualifying experience or a combination of education and experience that equates to one year.
- Experience with Microsoft Word.
- Customer service experience.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Experience coordinating the work of others.
- Experience with SAP.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Tabulates, records, monitors, and tracks data/information.
- Maintains records by performing standard or routine calculations, such as compiling and preparing defined statements regarding the status of records, lists, or accounts.
- Enters data into record keeping or electronic systems.
- Coordinates mailings, opens, reviews, and processes mail.
- Types, proofreads, edits, and prepares for mailing: correspondence, memos, and other written materials related to work function.
- Makes recommendations related to assigned duties, office procedures, or processes.

# Classification Description

**Title: Secretary**

**Level:**

**OP-4**

**Date: Sept, 2015**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

Duties performed are of a secretarial nature. This is the benchmark secretarial level, and while it incorporates elements of other levels, it has a majority of effort associated with providing secretarial support for work unit. Responsibilities include drafting, monitoring and tracking of correspondence and other typed material. This level requires a degree of independence to respond to requests, troubleshoot, and resolve issues pertaining to assigned duties.

## **SUPERVISION EXERCISED:**

- May supervise student employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- Two years of qualifying experience or a combination of education and experience that equates to two years.
- Experience with Microsoft Word.
- Customer service experience.
- Organizational skills with strong attention to detail.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to manage multiple projects and meet deadlines with accurate results.
- Ability to compose, proofread and edit correspondence.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Experience coordinating the work of others.
- Spreadsheet and/or database experience.
- Experience working with financial records.
- Experience with SAP.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Schedules tasks and support services associated with preparing and making arrangements for meetings, conferences, exhibits, travel, or other related tasks for both internal and external contacts.
- Reads and routes mail; types correspondence, memos, and other written material.
- Develops, prepares, and/or composes responses, memos, and correspondence related to work functions; records and transcribes meeting minutes.
- Prepares payroll and monitors payroll process for work area.
- Assists in the preparation of departmental publications and promotional materials; performs routine research or compiles statistics when required.
- Maintains records by performing duties such as monitoring, and tracking expenditures and preparing statements for distribution regarding the status of records, lists, or accounts.
- Serves as a primary support staff person for work area, department or unit, coordinating and supervising student employment; answers inquiries and conducts problem solving for internal and external contacts on issues directly related to work unit.

# Classification Description

**Title: Office Specialist**

**Level:**

**OP-4**

**Date: July, 2016**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

Duties performed are of a clerical nature. This is the benchmark clerical level, and while it may incorporate elements of other levels, it has a majority of effort associated with providing support for the duties associated with the work unit. This level requires a degree of independence to respond to requests, troubleshoot, and resolve issues pertaining to assigned duties.

## **SUPERVISION EXERCISED:**

- May supervise student employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- Two years of qualifying experience or a combination of education and experience that equates to two years.
- Experience with Microsoft Word.
- Customer service experience.
- Organizational skills with strong attention to detail.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to manage multiple projects and meet deadlines with accurate results.
- Ability to compose, proofread and edit correspondence.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Experience coordinating the work of others.
- Spreadsheet and/or database experience.
- Experience working with financial records.
- Experience with SAP.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Collects, sorts, and prepares data/information; posts and files specialized and/or sensitive data; operates various computers to enter new or changed data involving multiple display formats; codes moderately complex data.
- Maintains records by performing duties such as monitoring, and tracking expenditures and preparing statements regarding the status of records, lists, or accounts.
- Exchanges general information with internal and external contacts; may perform scheduling tasks related to meetings, conferences, etc.
- Develops, prepares, and/or composes responses, memos, and correspondence related to clerical functions of work unit.
- Makes recommendations related to assigned duties, office procedures, or processes.

# Classification Description

---

**Title:** Retail Clerk

**Level:**

OP-4

**Date:** Sept, 2015

**FLSA Status:**

Non-Exempt

---

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

All duties performed are within a retail environment. Ensuring customer service, marketing, supervising, and replenishment duties are performed in order to maintain the university's retail operation. Interacts with students, faculty, staff, vendors, and other external customers in an active exchange of goods and services. Responsibilities also include cash handling in addition to a degree of independence to respond to customer requests and resolve issues pertaining to an assigned area(s) within the retail unit.

## **SUPERVISION EXERCISED:**

- Supervises student employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- Two years of retail experience or a combination of education and retail experience that equates to two years.
- Computer education/experience.
- Experience coordinating the work of others.
- Customer service experience.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Ability to work in a fast-paced environment.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Creates and processes purchase re-orders for merchandise within an assigned area(s).
- Processes and merchandises in-coming and out-going products for an assigned area(s).
- Creates promotional displays and fixtures for an assigned area(s).
- Replenishes basic items and inventory control of merchandise within an assigned area(s).
- Supervises student workers within an assigned area(s) – interviews, hires, trains, approves time off, assign duties, and evaluates performance.
- Performs customer service duties – troubleshoots, processes refunds, and handles merchandise issues.
- Performs cash handling duties.

# Classification Description

---

**Title:** Lead Retail Clerk

**Level:**

OP-5

**Date:** Sept, 2015

**FLSA Status:**

Non-Exempt

---

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

All duties performed are within a retail environment. Ensures customer service, marketing, supervising, and replenishment duties are performed in order to maintain the university's retail operation. Interacts with students, faculty, staff, vendors, and other external customers in an active exchange of goods and services. Responsibilities also include cash handling and accountability, in addition to degrees of independence related to opening and closing the store along with the functional operation of the auxiliary retail units. Responds to consumer requests and resolve issues pertaining to an assigned area(s) within the retail unit.

## **SUPERVISION EXERCISED:**

- Supervises student employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- Three years of qualifying experience including two years of retail experience or a combination of education and retail experience that equates to three years.
- Computer education/experience.
- Experience coordinating the work of others.
- Customer service experience.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Ability to work in a fast-paced environment.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Creates promotional displays and fixtures for assigned area(s).
- Replenishes basic items and inventory control of merchandise within an assigned area(s).
- Supervises student workers within an assigned area(s) – interviews, hires, trains, approves time off, assigns duties and evaluates performance.
- Performs customer service duties – troubleshoots, refunds and merchandise requests.
- Supervises the cash handling of all register operators.
- Performs opening and closing procedures related to store operations – specifically cash operations.
- Coordinates the inventory and cash handling for the retail auxiliary units.



# Classification Description

**Title: Administrative Secretary**

**Level:**

**OP-5**

**Date: Sept, 2015**

**FLSA Status:**

**Non-Exempt**

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

Duties performed are of a senior secretarial nature. This is the second most senior level secretarial job, and while it incorporates elements of other levels, it has a majority of effort associated with specialized secretarial support services or program-related activities. It may include performing lead duties over other office professional employees. Duties may include maintaining a set of budgetary or financial records; developing and composing correspondence, memos, and forms for work area with a primary focus on internal communications/office maintenance. Other key aspects of work at this level include a high degree of independence and latitude to prioritize work assignments.

## **SUPERVISION EXERCISED:**

- May supervise student employees.
- May delegate assignments to other employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- Three years of qualifying experience or a combination of education and experience that equates to three years.
- Experience with Microsoft Word.
- Customer service experience.
- Organizational skills with strong attention to detail.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to manage multiple projects and meet deadlines with accurate results.
- Ability to compose, proofread and edit correspondence.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Spreadsheet and/or database experience.
- Experience coordinating the work of others.
- Experience working with financial records.
- Experience with SAP.
- Ability to design/maintain web pages.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Performs specialized secretarial duties in support of work unit; develops, prepares and/or composes responses, memos, and correspondence related to specialized clerical functions.
- Maintains set of budgetary records by performing bookkeeping related duties such as reconciling, monitoring, and tracking expenditures, preparing budget statements, and making recommendations regarding projected budgets for department.
- Coordinates the secretarial duties associated with a program/project or process.
- Performs and coordinates scheduling tasks and support services associated with preparing and making arrangements for major meetings, conferences, exhibits, travel, or other related duties for both internal and external contacts.
- Conducts special projects and assignments as directed; collects, compiles, and writes updates and reports on findings, including preparation of preliminary findings.
- Serves as a primary support staff personnel for work area, department, or unit coordinating and supervising student employment; answers inquiries and conducts problem solving for internal and external contacts on issues directly related to work unit.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.



# Classification Description

**Title: Senior Office Specialist**

**Level:**

**OP-5**

**Date: July, 2016**

**FLSA Status:**

**Non-Exempt**

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

Duties performed are of a senior clerical nature. This is the second most senior level clerical job handling significant clerical details and duties that may require ability to apply technical knowledge to clerical functions. It incorporates elements of other levels with a majority of effort associated with specialized support services or program related activities. It may include performing lead duties over other office professional employees. Specialized functions may include performing complex bookkeeping, general accounting, or duties requiring technical knowledge. Other key aspects of work at this level include a high degree of independence and latitude to prioritize work assignments.

## **SUPERVISION EXERCISED:**

- May supervise student employees.
- May delegate assignments to other employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- Three years of qualifying experience or a combination of education and experience that equates to three years.
- Experience with Microsoft Word.
- Customer service experience.
- Organizational skills with strong attention to detail.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to manage multiple projects and meet deadlines with accurate results.
- Ability to compose, proofread and edit correspondence.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Spreadsheet and/or database experience.
- Experience coordinating the work of others.
- Experience working with financial records.
- Experience with SAP.
- Ability to design/maintain web pages.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Maintains set of specialized records by performing related duties such as preparing bank reconciliations and budget statements regarding the status of accounts.
- Performs specialized duties requiring ability to apply knowledge of a technical field, terminology, or concepts to complete assignment.
- Conducts special projects and assignments as directed; collects, compiles, and writes updates and reports on findings, including preparation of preliminary findings.
- Coordinates the clerical duties associated with a program and/or project activities.
- Develops, prepares, and/or composes responses, memos, and correspondence related to specialized clerical functions of work unit.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

**Title: Executive Secretary**

**Level:**

**OP-6**

**Date: Sept, 2015**

**FLSA Status:**

**Non-Exempt**

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

Duties performed are of a complex and varied secretarial/administrative support nature usually in a major function, department, or unit of the University. This is the most senior level secretarial job, and while it incorporates elements of other levels, it has a majority of effort associated with more complex secretarial support services or program-related activities, including handling substantive secretarial/administrative details and duties for a supervisor. The level of independence at this level has a high degree of autonomy/responsibility for complex duties that may be broad and varied or narrow but focused.

## **SUPERVISION EXERCISED:**

- May supervise student employees.
- May delegate assignments to other employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- Four years of qualifying experience or a combination of education and experience that equates to four years.
- Experience with Microsoft Word.
- Customer service experience.
- Spreadsheet and/or database experience.
- Organizational skills with strong attention to detail.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to manage multiple projects and meet deadlines with accurate results.
- Ability to compose, proofread and edit correspondence.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Experience coordinating the work of others.
- Experience working with financial records.
- Experience with SAP.
- Ability to design/maintain web pages.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Coordinates and independently monitors the work flow of other office professionals and support staff organizing priorities, scheduling, and staff training.
- Develops, prepares, and/or composes responses to memos and correspondence requiring research and exercise of judgment and discretion; routinely writes, edits, and submits materials for internal/external communications.
- Maintains and analyzes set of complex budgetary records by performing bookkeeping related duties such as reconciling, monitoring, making, and tracking expenditures, preparing budget statements regarding the status of accounts, making recommendations as to projected budgets.
- Conducts on a recurring basis special projects and assignments as directed; collects, compiles, and writes updates and reports on findings, including preparation of preliminary findings.
- Acts with high degree of independence as liaison with inside and outside contacts and in preparing meeting materials, minutes, programs, updates, recruiting volunteers, and other support functions related to work area.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

**Title:** Executive Office Specialist

**Level:**

OP-6

**Date:** July, 2016

**FLSA Status:**

Non-Exempt

## **GENERAL STATEMENT OF DUTIES:**

*One or two sentences summarizing the primary responsibilities and general purpose of the position.*

Duties performed are of a complex and varied clerical/technical nature, usually supporting a major function, department, or unit of the University. This is the most senior level clerical job handling substantial clerical/administrative details and duties. It incorporates elements of other levels with a majority of effort associated with more complex clerical technical support services or programs. The level of independence at this level has a high degree of autonomy/responsibility for complex duties that may be broad and varied or narrow but focused.

## **SUPERVISION EXERCISED:**

- May supervise student employees.
- May delegate assignments to other employees.

## **MINIMUM QUALIFICATIONS:**

*This section cannot be modified.*

- High school diploma or GED.
- Four years of qualifying experience or a combination of education and experience that equates to four years.
- Experience with Microsoft Word.
- Customer service experience.
- Spreadsheet and/or database experience.
- Organizational skills with strong attention to detail.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to manage multiple projects and meet deadlines with accurate results.
- Ability to compose, proofread and edit correspondence.
- Ability to perform the essential functions of the job.

## **EXAMPLES OF PREFERRED QUALIFICATIONS:**

*This section reflects the preferred qualifications of the position as determined by the department.*

- Experience coordinating the work of others.
- Experience working with financial records.
- Experience with SAP.
- Ability to design/maintain web pages.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*This section reflects the actual duties and responsibilities of the position as determined by the department.*

- Coordinates and independently monitors the work flow of other office professionals and support staff organizing priorities, scheduling, and staff training.
- Creates and maintains a set of specialized records and/or databases requiring speed and skill or clerical/technical knowledge of field.
- Performs data manipulation, information searches and retrievals using knowledge of technical field or databases.
- Coordinates and independently monitors the administrative clerical details of a program or program activities requiring a significant amount of administrative support, decision making, and coordination.
- Develops, prepares, and/or composes responses to memos and correspondence requiring research and exercise of judgment and discretion; routinely writes, edits, and submits varied materials for internal/external communications.
- Conducts on a recurring basis special projects and assignments as directed; collects, compiles, and prepares update reports on findings including preparation of preliminary findings.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title:** Community Policing Officer

**Level:**

**PD-2**

**Date:** January, 2004

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Provides information and crime prevention programs to students, staff, faculty and community groups or individuals. Protects university property, equipment and the welfare of the people in the university community; reports infractions of rules and regulations of the university, state laws, and city ordinances; performs related work as required.

## **REPORTING RELATIONSHIP:**

Functions under the general supervision of the Captain (Associate Director) of the CMU Police Department when performing crime prevention functions. May work under the supervision of a police sergeant or acting sergeant when working outside the community policing program. May exercise supervision over police officer trainees or student employees.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Strives to prevent and suppress crime through the enforcement of laws, ordinances, and/or university regulation.
- Protects life and property within the university and the local community (upon request).
- Provides assistance to students, faculty, and visitors to the university.
- Assists in training and orientation of police officer trainees, student employees, and the members of the campus community as required.
- Performs various other activities in support of the overall work effort of the CMU Police Department as required.
- Performs the work of a police officer or other related work as required.
- Develops programs and information brochures.
- Represents the department on various committees.

## **MINIMUM QUALIFICATIONS:**

- Associates Degree.
- MCOLES Certification.
- Possession of a valid driver's license.
- At least one year of increasingly responsible work of a qualifying nature.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

## **DESIRED QUALIFICATIONS:**

- Must be able to physically perform all police work assigned.
- Bachelors Degree.
- Experience working in a higher education environment.

## **SPECIAL ASSIGNMENT PROVISIONS:**

- All provisions contained in the Community Policing Officer Program Letter of Agreement apply to this position.
- The CPO position is not to be considered part of the normal CMU Police minimum shift under normal working conditions.
- The CPO should be assigned all report complaints in his or her residence hall complex when on duty and available.
- The CPO should not be called to answer routine calls for service that are outside his or her residence hall complex.
- The CPO may be called to backup or assist another officer when he or she is available and no other officer is available.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

**Title: Police Officer**

**Level:**

**PD-2**

**Date: January, 2004**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

To provide security and protection for persons, buildings and/or property within the university community by enforcing university policies, campus and city ordinances, and state and federal laws. To promote safety consciousness among the entire campus community and to provide a secure environment for students, faculty, staff, and guests of the university.

## **REPORTING RELATIONSHIP:**

Functions under the general supervision of the shift supervisor, sergeant, and the Assistant Director of the CMU Police Department. Exercises supervision over police officers, student employees, and support staff as assigned.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

The essential duties of the patrol officer are divided into nine main functional areas: communication, decision-making, staff assistance, investigation/interrogation, planning and organizing, patrolling, controlling situations, equipment used, and policies and procedures.

### **Communication Activities**

- Interacts and communicates with the public, co-workers, staff, students, and other police departments.
- Reports complaints, unusual and/or hazardous conditions, broken/damaged equipment and other emergency information.
- Enters, transcribes, records, stores, or maintains information in either written form or by electronic/magnetic recording.
- Completes daily logs/work records.
- Dispatches personnel to calls for service.
- May testify in court.

### **Decision-Making Activities**

- Reviews facts, literature, law books, etc., to draw conclusions regarding if laws have been broken or to determine if an arrest is warranted.
- Observes and analyzes situations to determine appropriate responses.
- Uses evidence collected at accident and emergency scenes to draw valid conclusions.
- Reviews policy and procedural guidelines, manuals, and department records to determine appropriateness and conformance with rules and regulations.
- Makes decisions on whether to terminate a vehicle pursuit.

### **Staff Assistance Activities**

- Provides back up for other officers.
- Provides general assistance to other police officers, supervisors and other agencies.
- Assists new officers in adapting to the department and instructs them in policing techniques.
- Assists others in specialized areas of professional police work.

### **Investigation and Interrogation Activities**

- Investigates crimes and motor vehicle accidents.
- Reviews criminal and non-criminal reports.
- Collects evidence at accident and crime scenes by photographing, recording information, drawing diagrams and lifting fingerprints.
- Administers blood alcohol, chemical and/or urine tests.
- Fingerprints people.
- Seizes and/or transports vehicles, evidence and/or property.
- Applies for and verifies warrants.
- Follows up on pending case investigations.

*(continued on next page)*

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

- May coordinate investigation process.
- Interviews victims and witnesses.
- Interrogates criminal suspects and prisoners.

#### Planning and Organizing Activities

- Develops plans to accomplish work.
- Organizes time to meet assignment deadlines.

#### Patrolling Activities

- Patrols campus.
- Locates emergency scenes.
- Cites for traffic and other law violations.
- Completes accident reports.
- Assists motorists with car problems.
- Directs and controls traffic.
- Controls parking at special events.
- Cleans and fuels patrol car.
- Provides security during transportation of large sums of cash and/or other valuables.
- Maintains key control and/or access to secure and restricted locations.
- Provides 24-hour escort service to students, faculty, staff, and guests of the university.

#### Controlling Situations/Activities

- Protects property from unnecessary damage.
- Calms distraught persons at emergency scenes.
- Responds to violence and crime scenes.
- Responds to disturbance calls.
- Enforces laws and coverage of special events such as sporting events and concerts.
- Restrains suspects and makes arrests when appropriate.
- Provides medical assistance to the injured or sick.
- Establishes barricades around event parameters.
- Performs crowd control activities.
- Participates in building checks.

#### Equipment Use

Patrol officers may use the following machines and equipment:

- Telecommunication equipment (e.g., phone, CB)
- Radar gun
- Handcuffs
- Video/audio recording equipment (e.g., copier, facsimile, computer)
- Emergency/first aid equipment (e.g., defibrillator, fire extinguisher)
- Gun
- Baton
- Chemical substance (e.g., pepper spray)
- Security checking devices

#### Policies and Procedures

In addition to the above activities, patrol officers are required to follow department rules and regulations. These include:

- Keeping appointments with interdepartmental meetings, court dates, pre-trial conferences, and training sessions.
- Maintaining standards of appearance such as uniform, well groomed hair and hygiene and physical fitness.
- Completing legal forms and documents.
- Obeying state laws and department regulations under normal and emergency situations.
- Participating in training.
- Provides security and protection services to the community by patrolling assigned areas or buildings to enforce policies and procedures, which may include security of individual building/stationary locations.
- Responds to emergencies by assessing the situation, employing tact, diplomacy, and individual judgment to remedy and/or maintain control.

(continued on next page)

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

- May require incumbent to provide on-site lead supervision over student service officers who may be present.
- Deters, restrains and/or arrests individuals attempting to inflict physical harm on themselves or others or to commit criminal acts.
- Completes necessary administrative form/reports related to incidents and/or arrests, to include gathering pertinent information from participants and/or witnesses and organizing it in a logical written form.
- Assists security director and/or lieutenant to conduct investigations or special projects as requested.
- Maintains regular communication with student service officers to obtain information about unusual and/or suspicious situations.
- Appears in court regarding incidents that occur in the university community when necessary.
- Provides traffic control during scheduled activities or during emergency situations as necessary.
- Enforces parking rules and regulations.
- Provides emergency first aid and/or CPR to injured persons, or assists in the transportation of ill or injured persons when necessary.
- Attends internal and/or external training courses, classes and seminars to further develop protection service skills and knowledge.
- Provides basic information and directions to students, faculty, staff and/or the general public.
- Provides superiors with daily activity reports/summaries related to the overall training and performance of student service officers.
- Maintains positive relations with external law enforcement agencies to obtain or exchange relevant protection service information.
- Provides programs and presentations which promote safety and security to students, faculty and staff.
- Performs other work-related duties as requested.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- At least one year of increasingly responsible work experience of a qualifying nature.
- MCOLES Certification.
- Possession of a valid driver's license.
- Possession of the physical capabilities necessary to perform the duties of the position.
- Ability to successfully complete training to become a certified LEIN computer system operator.
- Demonstrated ability to accurately complete written reports.
- Must possess maturity of judgment and ability to act with tact and restraint while utilizing resolutions techniques.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

**DESIRED QUALIFICATIONS:**

- Associates Degree.
- Experience in public safety or security capacity.
- Experience working in a higher education environment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.



# Classification Description

---

**Title: Custodian**

**Level:**

**SM-2**

**Date: April, 2004**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Custodian is the key University and Facilities Management person in maintaining cleanliness of academic, residential, and administrative campus buildings and service areas. Performs manual custodial tasks in care of University buildings; performs related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Operates mechanical cleaning and scrubbing equipment.
- Operates carpet shampooing and upholstery cleaning equipment.
- Sweeps, mops, strips, and waxes floor surfaces.
- Maintains entrances and areas surrounding buildings by picking up litter, cigarette butts, sweeping, shoveling snow, removing ice, spreading sand and salt, etc.
- Operates vacuum cleaning equipment.
- Cleans and waxes furniture, cases, fixtures and furnishings.
- Cleans mirrors and interior glass.
- Unplugs commodes, urinals, and sink drains without dismantling the fixture.
- Cleans restrooms and replenishes restroom supplies.
- Spot washes walls.
- Makes beds and changes linens in guest rooms.
- Collects and disposes of waste materials.
- Reports repair work and/or damages to the building.
- Sweeps, dusts, and wet-mops stairs and stairwells.
- Replaces light bulbs and broken globes as needed.
- Moves and arranges furniture and furnishings.
- Washes interior and exterior windows.
- Empties all trash containers and removes to pick-up stations.
- Keeps routine records and makes routine reports.

## **MINIMUM QUALIFICATIONS:**

- High School education or equivalent.
- At least one year of work experience.
- Possession of a valid Michigan driver's license may be required.
- Working knowledge of cleaning materials and methods.
- Demonstrated ability to follow and/or interpret verbal and/or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

# Classification Description

---

**Title: UC Facility Operations Worker**

**Level:**

**SM-2**

**Date: July, 2018**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

The UC Facilities Operations Worker position is key in event set up and maintaining cleanliness in the University Center by performing custodial, operations and facility management tasks.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Operates mechanical cleaning and scrubbing equipment.
- Operates carpet shampooing and upholstery cleaning equipment.
- Sweeps, mops, strips, and waxes floor surfaces.
- Maintains entrances and areas surrounding buildings by picking up litter, cigarette butts, sweeping, shoveling snow, removing ice, spreading sand and salt, etc.
- Operates vacuum cleaning equipment.
- Cleans and waxes furniture, cases, fixtures and furnishings.
- Cleans mirrors and interior glass.
- Unplugs commodes, urinals, and sink drains without dismantling the fixture.
- Cleans restrooms and replenishes restroom supplies.
- Spot washes walls.
- Makes beds and changes linens in guest rooms.
- Collects and disposes of waste materials.
- Reports repair work and/or damages to the building.
- Sweeps, dusts, and wet-mops stairs and stairwells.
- Replaces light bulbs and broken globes as needed.
- Moves and arranges furniture and furnishings.
- Washes interior and exterior windows.
- Empties all trash containers and removes to pick-up stations.
- Keeps routine records and makes routine reports.
- Completes set ups and tear downs of meeting spaces. (Includes, but not limited to setting up/tearing down tables, chairs, sign holders, stage, and dance floor.
- Ability to set-up audio-visual equipment (mics, LCD's, sound system, etc.) for meeting rooms – training will be provided.
- Responds to direction from office for customer requests.
- Prioritizes daily operation.
- Ability to read room-usage reports.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- At least one year of work experience.
- Possession of a valid Michigan driver's license.
- Working knowledge of cleaning materials and methods.
- Demonstrated ability to follow and/or interpret verbal and/or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to lift 40 pounds about the waist.
- Ability to perform the essential functions and requirements of the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title: Caretaker**

**Level:**

**SM-4**

**Date: June, 2002**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Keeps campus ground attractive year around; maintains and prepares fields for athletic events; and ensures students, faculty and staff can move about campus even during inclement weather. Performs routine work in the care and maintenance of turf, shrubbery, trees and grounds; performs related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Major participant in removal of snow and ice from walks, roads, and parking lots.
- Hauls waste, litter, equipment, materials, and supplies as assigned.
- Mows, rakes, fertilizes, seeds, waters, and cares for turf.
- Plants, prunes and trims trees, shrubs and hedges.
- Spades, prepares soil and plants flowers.
- Sprays plants, flowers, trees, shrubbery and turf.
- Performs manual labor as assigned.
- Marks and maintains athletic field areas.
- Cleans, maintains, and performs minor repair to grounds equipment.
- Operates power equipment such as tractors, vacuums, trucks, reel and rotary mowers, and other motorized vehicles and equipment.
- Performs fundamental installation and maintenance of irrigation systems.
- Operates, loads and unloads light and medium duty trucks.
- Works in other shops/areas as assigned.
- Repairs and paints picnic tables, trash baskets, playground equipment, dumpsters and other grounds-related equipment.
- Places concrete for footers, posts, poles and other applications not requiring a smooth finish.
- Paints grounds equipment.
- Receives training in all areas of grounds work, so as to progress to Senior Caretaker.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- At least two years experience in grounds work of a qualifying nature.
- Possession of a valid Michigan Operator's License, obtain within 90 days a Commercial Driver's License with Group A designation, and meet the provisions of the Federal Motor Carriers Safety Regulations.
- Possess of a State of Michigan Pesticide Applicator Certification in categories 3A and 3B.
- Successfully completes a grounds maintenance course provided by CMU or equivalent within two years, to progress to Senior Caretaker level.
- Ability to work in a manner that will not endanger the safety of other persons, oneself, equipment, and property and perform operator maintenance.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title: Preventive Maintenance Technician**

**Level:**

**SM-4**

**Date: September, 2004**

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Assist journey level trades employees with skilled tasks and performs unskilled and semi-skilled work predominately in the mechanical maintenance area.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Change filters on mechanical systems; unit ventilators, air handlers, etc.
- Lubricate bearings on motors and fans.
- Perform clean-up activities in mechanical rooms and tunnels.
- Assists in journey level trades employees in daily skilled maintenance and repair.
- Collection and delivery of materials and/or equipment as requested.
- Unclogging drains, limited to hand tools, throughout campus.
- Coordinate student employees in the implementation of preventative maintenance.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of twelfth grade.
- One year mechanical trades experience or other equivalent combination of training, experience and/or education.
- Possession of a valid Michigan Operator's license.
- Ability to work from ladders and scaffolding.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

**DESIRED QUALIFICATIONS:**

- Some knowledge of trade in assigned areas.
- Some skill in use of materials and equipment in assigned areas.
- Ability to work from blueprints, drawings or sketches.

# Classification Description

---

**Title: Sr Custodian/Floorcare Specialist**

**Level:**

**SM-4**

**Date: August, 2016**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

The Floor Care Specialist is the key person in maintaining the appearance of the floors in the campus building which includes stripping, waxing, refinishing, polishing, shampooing/extracting on all types of flooring. This position works independently.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Maintains the appearance of the floors in the campus building by stripping, waxing, refinishing, polishing, shampooing/extracting all types of flooring.
- Runs floor care equipment to clean and maintain the floors.
- Determine the correct method and procedure for cleaning and maintaining concrete, terrazzo, concria and 3MM trizac floors.
- Monitors building floors to ensure they are getting properly stripped, waxed and recoated.
- Develops a training schedule and trains custodians on proper floor care and machine use procedures.
- Develops and executes a campus wide floor care schedule.
- Develops a building floor assessment.
- May perform the duties of a SM-2 custodian.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Possession of a valid Michigan driver's license.
- At least three years of experience as a custodian.
- Knowledge in concrete & terrazzo floor polishing methods.
- Knowledge of Concria & 3MM Trizac floor cleaning methods.
- Knowledge and experience running floor care equipment.
- Demonstrated ability to plan and coordinate the work of others.
- Demonstrated ability to follow and/or interpret oral and written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.
- Ability to work independently.

# Classification Description

**Title: Sr UC Facility Operations Worker**

**Level:**

**SM-4**

**Date: July, 2018**

**FLSA Status:**

**Non-Exempt**

## **GENERAL STATEMENT OF DUTIES:**

The Senior UC Facilities Operations Worker position is key in event set up and maintaining cleanliness in the University Center by performing custodial, operations and facility management tasks. This position will lead, oversee, coordinate and participate in the manual custodial tasks in the care of the building; performs related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Distributes jobs/makes work assignments as per the UC custodial Supervisor.
- Leads, oversees, coordinates, and participates in sweeping, mopping, scrubbing walls and polishing floors.
- Leads, oversees, coordinates, and participates in the dusting, polishing, arranging and moving furniture and equipment.
- Informs the UC Custodial Supervisor of the status of work available in the group and equipment and materials necessary to perform the available work.
- Keeps simple records and makes reports.
- Operates mechanical cleaning and scrubbing equipment.
- Operates carpet shampooing and upholstery cleaning equipment.
- Sweeps, mops, strips, and waxes floor surfaces.
- Maintains entrances and areas surrounding buildings by picking up litter, cigarette butts, sweeping, shoveling snow, removing ice, spreading sand and salt, etc.
- Operates vacuum cleaning equipment.
- Cleans and waxes furniture, cases, fixtures and furnishings.
- Cleans mirrors and interior glass.
- Unplugs commodes, urinals, and sink drains without dismantling the fixture.
- Cleans restrooms and replenishes restroom supplies.
- Spot washes walls.
- Makes beds and changes linens in guest rooms.
- Collects and disposes of waste materials.
- Reports repair work and/or damages to the building supervisor.
- Sweeps, dusts, and wet-mops stairs and stairwells.
- Replaces light bulbs and broken globes as needed.
- Moves and arranges furniture and furnishings.
- Washes interior and exterior windows.
- Empties all trash containers and removes to pick-up stations.
- Keeps routine records and makes routine reports.
- Completes set ups and tear downs of meeting spaces. (Includes, but not limited to setting up/tearing down tables, chairs, sign holders, stage, and dance floor.
- Ability to set-up audio-visual equipment (mics, LCD's, sound system, etc.) for meeting rooms – training will be provided.
- Responds to direction from office for customer requests.
- Prioritizes daily operation.
- Ability to read room-usage reports.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Possession of a valid Michigan driver's license.
- At least one year of work experience.
- Working knowledge of cleaning materials and methods.
- Demonstrated ability to follow and/or interpret verbal and/or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to lift 40 pounds above the waist.
- Ability to perform the essential functions and requirements of the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title: Trades Helper/Architectural**

**Level:**

**SM-4**

**Date: March, 2007**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Assists trades employees in performing the unskilled and semi-skilled work of the trades, predominately in the paint, carpentry, sign shop, lock shop, and mason area.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Assists trades employees in daily activities or assigned jobs.
- Coordinate the work of student employees.
- Assists with the collecting and delivery of materials and/or equipment needed on the job site.
- Cleans and/or performs minor repairs on equipment as requested.
- Performs clean up activities as jobs are completed.
- Mixes mortars, cement products, brown coat materials and thin set mortar.
- Saw cuts block, brick, cement and tile.
- Prepares site for masonry work.
- Sets up and dismantles scaffolding and platforms.
- Tars and tiles foundations and walls.
- Prepares substrates for coatings.
- Mixes paint and applies coatings.
- Hangs pictures.
- Replaces ceiling tile.
- Repairs screens.
- Based on complexity of work could be first line contact with clients to take work orders.
- Assist in the routine maintenance of exterior signage.
- Assemble and install signage.
- Plot, set tool pass and route acrylic material.
- Application of vinyl to substrates.
- Premask material for production.
- Data entry into lock shop data base.
- Order supplies if necessary.
- Cut and stamp keys.
- Other duties in Paint, Sign shop, Lock shop, Carpentry and Masonry areas as assigned.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- One year general trades experience or any other equivalent combination of training, experience and/or education.
- Possession of a valid Michigan driver's license, and meet the provisions of the Federal Motor Carrier Safety Regulation.
- Ability to work from ladders, scaffolding, and aerial lifts.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.
- General knowledge of trades in assigned areas.
- General skill in use of materials and equipment in assigned areas.
- Ability to work from blueprints, drawings and sketches.

## **DESIRED QUALIFICATIONS:**

- Commercial Drivers License (CDL).
- Familiar with signage software application.
- Familiar with the American Disabilities Act as it pertains to signage.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.



# Classification Description

---

**Title: Warehouse Worker I**

**Level:**

**SM-4**

**Date: February, 2005**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Performs services and duties related to moving or delivery tasks such as office relocations, salvage / surplus equipment transfer and disposal, assembles, disassembles, and installs new and used furniture, transfers products, equipment, documents, and materials from vendors to departments and internally from department to department within the university, and the set up, tear down, and layout of special events such as Special Olympics and Commencement, and other duties as assigned.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Delivers goods to campus, delivering office furnishings, supplies and equipment.
- Receives, stores, and delivers inventoried equipment, materials, and merchandise.
- Completes daily vehicle inspections and logs.
- Completes moving requests as directed by supervisor and by department requirements.
- Delivers and assists with the assembly of merchandise, furniture, and equipment.
- Delivers equipment for special university events such as Special Olympics and Commencement.
- Delivers office documents on request such as confidential material and retention material.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of the twelfth grade.
- Possession of a valid chauffeur's license.
- At least two years of verifiable work experience in delivery services and moving functions.
- Demonstrated knowledge of delivery services and moving functions.
- Meet and adhere to the provisions of Federal Motor Carrier Safety Regulations.
- Demonstrated ability to interpret building diagrams, drawings, or layouts.
- Must be able to maintain accurate delivery records and documentation.
- Ability to work in a manner that will not endanger the safety of other persons, oneself, equipment and property.
- Demonstrated ability to read/write and comprehend regulations/instructions governing the performance of job duties.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job including: lifting (up to 70 pounds, reaching, bending, kneeling, and climbing and descending stairs).

## **DESIRED QUALIFICATIONS:**

- Demonstrated knowledge of warehousing operations and inventory control procedures.
- Demonstrated knowledge of computer systems, equipment, and software applications.
- Demonstrated knowledge of campus buildings and departments.
- Certification for operating material handling and lift truck equipment.

# Classification Description

---

**Title: Building Maintenance Worker**

**Level:**

**SM-6**

**Date: March, 2006**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Performs semi-skilled and skilled work in all trades areas. Supervises, educates and performs needed maintenance and/or renovation in residential and other auxiliary areas on campus. Assists in creating a safe and livable environment for the students. This position is located in a residential area of campus and provides assistance in other Residences and Auxiliary Services areas. The BMW staff includes student employees and one Journeyman Building Maintenance Worker, SM-8, per area. The Building Maintenance Worker SM-6 will be included in the BMW call-in rotation for emergency maintenance needs.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Performs semi-skilled and skilled maintenance and repair in designated areas, included but not limited to doors, windows, drawers, curtain rods, shower rods, and ceiling tiles.
- Assists journey level trades employees in daily skilled maintenance and repair and fills in for journeyman if necessary.
- Utilizes basic knowledge of room construction from floor up, including layout, materials needed, etc.
- Installs and repairs plumbing, including but not limited to replacing toilets, sinks, and shut-off valves
- Performs repairs on electrical outlets, fixtures, and performs other electrical repairs, not to exceed 120 volts.
- Understands the tools that are used.
- Repairs heating units and knowledge of needed parts for repair.
- Troubleshoots and determines problem at hand.
- Takes service calls, initiates action, maintains service records, and prepares reports of accomplishments and future service needs as directed.
- Maintains and inspects fire extinguishers on a monthly basis.
- Performs lockout procedure.
- Installs switches, outlets, GFCI, ballast, light fixtures, etc.
- Runs conduit.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- General knowledge of all trades (carpentry, plumbing, HVAC, electrical and painting) and the tools required in each area.
- 2 years experience in at least two of the trades.
- Possession of a valid driver's license.
- Ability to work from ladders, scaffolding, and aerial lift devices.
- Ability to work in close restricted locations.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to follow and/or interpret oral and written directions.
- Ability to communicate effectively both orally and written.
- Knowledge of OSHA safety regulations including fire safety.
- Ability to use computers.
- Ability to perform the essential functions and requirements of the job.

## **DESIRED QUALIFICATIONS:**

- Licensed in one or more trades.
- Ability to work from blueprints, drawings, sketches.
- Knowledge of paint and the different uses.
- Knowledge of lock and door closures, repair and installation.
- Knowledge of A.D.A./Handicap accessibility regulations and application of regulations to projects.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

<b>Title: Custodian Equip Maintenance Worker</b>	<b>Level: SM-6</b>
<b>Date: June, 2005</b>	<b>FLSA Status: Non-Exempt</b>

---

## **GENERAL STATEMENT OF DUTIES:**

Performs routine repair work on custodial equipment, assists custodial services in equipment maintenance necessary to keep all of the departments equipment operational. The equipment may include: automatic scrubbers, vacuums, floor machines, power washers, wet/dry vacuums, and other custodial services equipment. Other tasks are performed as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Performs preventative maintenance on custodial equipment, including lubrication of bearings, changing worn parts such as squeegees, brushes, hoses, etc.
- Repairs broken parts such as hoses of vacuum cleaners, handles, wheels, cord hangers.
- Replaces electric cords, plugs, and switches.
- Replaces motors, pumps, brushes, squeegees, solution and recovery tanks.
- Provides preventative maintenance training to custodial personnel.
- Transports equipment to the repair facility and return too respective buildings.
- Keeps inventory of custodial equipment, repair logs and records of repaired equipment for billing purposes.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of the twelfth grade.
- At least one year of custodial equipment repair experience of a qualifying nature.
- Possession of a valid Michigan driver's license.
- The ability to interpret diagrams and schematics of equipment internal systems for troubleshooting; basic mechanical/electrical skills.
- Ability to follow purchasing policies, and maintain accurate records, regarding preventative maintenance program.
- Ability to work independently.
- Ability to work in a manner that will not endanger the safety of other persons, oneself, equipment, and property.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

## **DESIRED QUALIFICATIONS:**

- Course work in the field of equipment repair.
- Ability to develop and implement preventative maintenance program for custodial equipment.
- Familiarity with computer systems, regarding record keeping and equipment inventory procedures.

# Classification Description

---

**Title: Maintenance Mechanic Specialist Level: SM-6**

**Date: October, 2012 FLSA Status: Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Locates plugged sewer lines—both internal and external sanitary and storm sewers. Uses high pressure jet sewer cleaning machine to remove roots, debris and other refuse from clogged drains. Operates and maintains high pressure jet sewer cleaning machine. Changes filters on mechanical systems, unit ventilators, air handlers, etc. Lubricates bearings on motors and fans. Assists journey level trades employees with skilled tasks and performs unskilled and semi-skilled work predominately in the mechanical maintenance area.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Inspects manholes and locates plugged sewer lines--both internal and external sanitary and storm sewers.
- Uses the high pressure jet sewer cleaner to remove roots, debris and other refuse from clogged drains.
- Locates problems, using video camera for pipe inspection and marks where digging must occur to reach damaged pipes.
- Operates the sewer cleaning equipment, including power rodders, high velocity water jets, sewer flushers and bucket machines.
- Starts machines to feed revolving cables or rods into openings, stopping machine and changing knives to conform to pipe size.
- Withdraws cables from pipes and examines them for evidence of mud, roots, grease and other deposits indicating broken or clogged lines.
- Assists with the upkeep of catch basins and culverts.
- Acts as the "Miss Dig" locator for storm and sanitary sewers and water lines when digging is required on campus.
- Gives directions to campus wide student filter crew.
- Changes filters on mechanical systems, unit ventilators, air handlers, etc.
- Lubricates bearings on motors and fans.
- Performs clean up activities on mechanical rooms and tunnels.
- Assists Journey level trades employees in daily skilled maintenance and requires.
- Collects and delivers materials and/or equipment as requested.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- One year mechanical trades experience or equivalent combination of training, experience and/or education.
- Experience using a high pressure jet sewer cleaner.
- Possession of a valid Michigan operator's license.
- Ability to work from ladders and scaffolding.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.

## **DESIRED QUALIFICATIONS:**

- Some knowledge of trade in assigned area.
- Some skill in use of materials and equipment in assigned areas.
- Ability to work from blueprints, drawings or sketches.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title: Sign Shop Operator**

**Level:**

**SM-6**

**Date: November, 2016**

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the operation of university signage services, or related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Design signage and determine specifications for production.
- Maintain material and tool inventory.
- Troubleshoot and maintain production equipment.
- Stay up-to-date on evolving technology relating to the signage industry.
- Keep necessary records as required.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Possession of valid Michigan drivers license and meet provisions of Federal Motor Carrier Safety Regulations.
- Ability to work from blueprints and specifications.
- Demonstrated ability to follow and/or interpret oral and written directions.
- Demonstrated positive interpersonal skills.
- Ability to perform the essential functions and requirements of the job.
- Familiarity with signage software applications.
- Ability to communicate effectively and project a positive image.
- Ability to work from ladders and scaffolding.
- Experience running and trouble shooting sign making hardware.

**DESIRED QUALIFICATIONS:**

- Knowledge of substrates, materials and coatings common to the signage industry.
- Proficient in spelling and language usage.
- Familiarity with the American Disabilities Act as it pertains to signage.

# Classification Description

---

**Title: Sr Caretaker**

**Level:**

**SM-6**

**Date: June, 2005**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Keeps campus grounds attractive year round; operates motor vehicles and maintenance equipment; maintains and prepares fields for athletic events; and ensures students, faculty and staff can move about campus even during inclement weather. Oversees and assists in the planting and routine care of lawns, trees, shrubs, athletic fields and other campus horticultural items in an assigned area; performs related work as required. Assists other trades as necessary to coordinate caretaker equipment and duties on projects as needed.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Supervises and performs the full scope and range of Caretaker duties.
- Instructs assigned support employees in work methods and processes.
- Inspects assigned areas for evidence of disease, insects and pests, and takes appropriate corrective actions.
- Performs operator maintenance on all equipment.
- Lays out, marks and maintains athletic areas, such as football fields, ball diamonds, tracks and tennis courts.
- Lays out, installs and maintains irrigation systems.
- Operates large front end loaders, backhoe, mobile aerial work platform and other motorized vehicles and equipment.
- Oversees and assists in planting and care of turf, trees, shrubs, flowers and other horticultural items.
- Coordinates with and assists other trades on projects requiring caretaker equipment and assistance.
- Works in other shops/areas as assigned.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of the twelfth grade.
- At least two years experience as a Caretaker, and successful completion of ground maintenance course, or an equivalent combination of education and experience.
- Possession of a valid Michigan Operator's License, obtain within 90 days a Commercial Driver's License with Group A designation, and meet the provisions of the Federal Motor Carriers Safety Regulations.
- Training in landscape gardening, horticulture or turf.
- Working knowledge of tools, methods and material used in grounds maintenance; of plants and disease identification and insect control.
- Ability to maintain, adjust and make minor repairs to grounds equipment.
- Ability to work in a manner that will not endanger the safety of other persons, oneself, equipment and property and perform operator maintenance.
- Ability to analyze and solve technical problems especially those involving grounds chemical applications and athletic field layout.
- Possess or have ability to obtain within one year of hire a State of Michigan Pesticide Applicator Certification.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

# Classification Description

---

**Title: Sr Caretaker/Recycling**

**Level:**

**SM-6**

**Date: June, 2016**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Organizes, expands and monitors the operation of the existing campus recycling/solid waste program. Collects, loads and transports compostable materials to the Composting company. Responds to inquires regarding recycling procedures and related issues. During the summer months, supports Landscape Operations and assists with snow removal in the winter.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Organizes, schedules and oversees the campus-wide recycling program.
- Supports zero waste kitchens by hauling food waste to composter.
- Lead student workers in outreach activities to the campus population.
- Coordinates campus recycling and disposal of lamps, batteries and cardboard, etc.
- Supports recycling efforts during special events such as Leadership Safari, Main Stage, Orientation, Football games and other athletic events.
- Runs paper baler and sells the bales as a commodity.
- Responds to customer inquiries regarding recycling procedures and related issues.
- Performs the full scope and range on a Senior Caretaker.
- Instructs assigned support employees in work methods and processes.
- Inspects assigned areas for evidence of disease, insects and pests, and takes appropriate corrective action.
- Performs operator maintenance on all equipment.
- Operates large front end loaders, backhoe, mobile aerial work platform and other motorized vehicles and equipment.
- Oversees and assists in planting and care of turf, trees, shrubs, flowers and other horticultural items.
- Coordinates with and assists other trades on projects requiring caretaker equipment and assistance.
- Works in other shops/areas as assigned.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Possession of a valid Michigan driver's license, a Commercial Driver's license with Group A designation and meet the provisions of the Federal Motor Carriers Safety Regulations.
- Training in landscape gardening, horticulture or turf.
- Working knowledge of tools, methods and materials used in grounds maintenance, plant and disease identification and insect control.
- Ability to maintain, adjust and make minor repairs to grounds equipment.
- Ability to work in a manner that will not endanger the safety of other persons, oneself, equipment and property and perform operator maintenance.
- Ability to analyze and solve technical problems, especially those involving grounds chemical applications and athletic field layout.
- Possess or have the ability to obtain within one year of hire a State of Michigan Pesticide Applicator certification.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions of the job.



# Classification Description

**Title: Warehouse Worker II**

**Level:**

**SM-6**

**Date: June, 2005**

**FLSA Status:**

**Non-Exempt**

## **GENERAL STATEMENT OF DUTIES:**

Performs services and duties relating to tasks such as the receipt, care, and issuance of supplies, and equipment from the central warehouse facility or its storage areas, communicates with vendors and departments to resolve shipping issues, product issues, and product returns, conducts the pick up, delivery, and sorting of campus mail, assembles, disassembles, and installs new and used furniture, participates in the delivery of products to university departments and the set up of special events such as Special Olympics and Commencement, and other duties as assigned.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Receives, stores, and issues equipment, materials, merchandise in a warehouse/stockroom area.
- Checks incoming orders against requisitions, invoices, packing slips, etc.
- Assists in taking physical inventories.
- Marks incoming and outgoing products, materials, supplies and documents with proper identification codes and accompanying paperwork.
- Fills University Stores stock item orders on request.
- Prepares necessary reports and documentation.
- Delivers and assembles merchandise, furniture, and equipment.
- Maintains neat and orderly storage areas.
- May assist in preparation and set up of the University Salvage, Surplus and Auction Sales.
- Reviews incoming freight documentation and completes inspection of the freight for damages and shipment accuracy.
- Places freight and stock items in the proper storage areas.
- Performs moving and delivery duties when assigned.
- Delivers and picks up office documents on request such as computer services reports or payroll information.
- Delivers and picks up mail from university building offices.
- Delivers priority, insured parcels, and mail, which may require signatures upon delivery.
- Sorts mail, parcel post, and UPS packages.
- Completes daily vehicle inspections and logs.
- Reads and listens to correspondence (written, telephone call, email) and responds as appropriate.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of the twelfth grade.
- Possession of a valid chauffeur's license.
- At least two years of verifiable work experience in warehousing or stockroom operations.
- Demonstrated knowledge of delivery services and moving functions.
- Meet and adhere to the provisions of Federal Motor Carrier Safety Regulations.
- Demonstrated ability to interpret building diagrams, drawings, layouts, or moving requests.
- Demonstrated ability to accurately perform the arithmetic functions of addition, subtraction, multiplication, and division.
- Must be able to maintain accurate delivery records and documentation.
- Demonstrated knowledge of computerized systems, equipment, and software applications.
- Certified for operating material handling and lift truck equipment.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform all essential functions and requirements of the job including: lifting (up to 70 pounds), reaching, bending, kneeling, and climbing and descending stairs.

## **DESIRED QUALIFICATIONS:**

- Basic knowledge of U.S. Postal regulations.
- Demonstrated knowledge of SAP Software System and Applications.
- Demonstrated knowledge of warehousing operations, inventory control procedures, and space allocation.
- Demonstrated knowledge of considerations necessary for new product additions and product deletions.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title: Water Quality Specialist**

**Level:**

**SM-6**

**Date: March, 2010**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Maintains water quality in both open and closed loop water systems throughout campus. These systems are primarily hot water heating systems and swimming pools. Maintains reverse osmosis and distilled water systems. Assist journey level trades with skilled tasks and perform unskilled and semi-skilled work predominately in the mechanical maintenance area.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Maintains swimming pool and spa water quality.
- Ensures proper chemical levels.
- Maintains proper water levels.
- Maintains adequate supply of pool/spa chemicals.
- Accurately takes and reads water samples.
- Maintains correct temperatures.
- Follows process to clean and maintain filters.
- Maintains cleanliness of pools and spas.
- Assesses open water systems for problems.
- Collects water samples from each hot loop for vendor.
- Adjusts water/chemicals based on directions given.
- Reads sight glass on expansion tanks.
- Performs other maintenance tasks as needed.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Working knowledge of swimming pool/spa water quality maintenance.
- Ability to adhere to local, state, and CMU policies and procedures regarding proper swimming pool/spa water quality.
- Ability to work independently and use proper judgment regarding timing and frequency of water sampling and adding chemicals.
- One year mechanical trades experience or other equivalent combination of training, experience and/or education.
- Ability to work from ladders and scaffolding.
- Possession of a valid Michigan operator's license.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.
- Ability to obtain a valid swimming pool operator license within 6 months of hire.

## **DESIRED QUALIFICATIONS:**

- Some knowledge of the trade in assigned areas.
- Some skill in use of materials and equipment in assigned areas.
- Ability to work from blueprints, drawings or sketches.

# Classification Description

---

**Title: Energy Facility Operator  
Insulator**

**Level:**

**SM-7**

**Date: January, 2017**

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Assists in the operation and maintenance of high-pressure steam boilers, chillers and generators; performs preventative maintenance tasks under the supervision of the power house supervisor; applies, removes, repairs insulations on industrial equipment, pipes, ductwork or other mechanical systems such as heat exchangers, tanks, and vessels, to help control noise and maintain temperatures throughout campus; operates and maintains the wood chip and ash material handling system when the wood chip boiler is restored to service; performs related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Applies, removes and repairs insulation on industrial equipment, pipes, ductwork, or other mechanical systems such as heat exchangers, tanks, and vessels, to help control noise and maintain temperatures.
- Covers, seals or finishes insulated surfaces or access holes with plastic covers, canvas strips, sealants, tape, cement or asphalt.
- Determines the amounts and types of insulation needed, and methods of installation, based on factors such as location, surface shape, and equipment use.
- Installs sheet metal around insulated pipes with screws in order to protect insulation from weather conditions or physical damage.
- Measures and cuts insulation for covering surfaces, using tape measures, handsaws, knives, and scissors.
- Greases bearings on motors; changes belts and couplings; packs valves and replaces minor piping in the Central Energy Facility.
- Retrieves condensate and chilled water samples external of the Central Energy Facility.
- Maintains boilers, chillers, generators and related equipment.
- Enforces security measures consistent with policy.
- Monitors pressure.
- Lubricates equipment, maintains chains and oil levels.
- Removes foreign materials as necessary.
- Maintains cleanliness of the Powerhouse.
- Answers phone and radio as required.
- Operates wood chip and ash material handling systems.
- Performs maintenance on the wood chip boiler as necessary.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Three years of experience working with mechanical equipment.
- NCCER Core Curriculum and Insulating Level One certifications.
- Valid driver's license and acceptable motor vehicle record.
- Ability to interpret diagrams and schematics of equipment internal systems for troubleshooting; basic mechanical/electrical skills.
- Self-motivated with the proven ability to prioritize and work independently with minimal direct supervision.
- Ability to follow purchasing policies and maintain accurate records, regarding preventative maintenance program.
- Ability to work in a manner that will not endanger the safety of other persons, oneself, equipment and property.

**DESIRED QUALIFICATIONS:**

- Course work in the field of equipment repair.
- Ability to develop and implement preventative maintenance program.
- Familiarity with computer systems regarding record keeping and equipment inventory procedures.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title: Auto & Equipment Mechanic**

**Level:**

**SM-8**

**Date: January, 2011**

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Performs skilled work in maintenance and repair of gasoline and diesel powered equipment and vehicles; performs related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Overhauls, repairs, and maintains cars, trucks, air compressors, mowers, spray equipment.
- Performs major repairs on gasoline and diesel engines.
- Maintains inventory records on parts, lubricants, and other materials; orders supplies and equipment, prepares other reports.
- Paints to protect equipment from rust.
- Drives equipment in diagnosis of difficulties.
- May pump gas and perform related Motor Pool service station duties.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Certification for State of Michigan/ASE Master Mechanic.
- At least three years experience as a mechanic of a large vehicle fleet.
- Possession of a valid Michigan Driver's license and ability to meet the provisions of the Federal Motor Carrier Safety Regulations.
- Able to obtain a CDL A endorsement within 90 days.
- Ability to analyze and solve technical problems.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

**DESIRED QUALIFICATIONS:**

- Associates Degree in the Mechanical Repair of equipment or equivalent education.
- Ability to operate welder for making minor vehicle and equipment repairs.

# Classification Description

---

**Title: Fire Alarm Maint Tech/  
Jrny Elecrician**

**Level:**

**SM-8**

**Date: January, 2017**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Perform installation, service and repairs on a variety of electronic fire alarm systems including Simplex, Siemens, Edwards, and others. Read and interpret blueprints, diagrams, submittals, specifications, software/system programs, schematics, and operational product manuals. Insure campus fire alarm systems meet local, state and national codes. Assist customers with questions and concerns. Available to work nights/weekends for after-hours emergency services. Performs skilled electrical work in the installation, maintenance and repair of 600 V and less electrical wiring, apparatus, systems, fixtures, motors, industrial instruments and other equipment under the jurisdiction of the University; performs related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Install, service and program fire alarm systems.
- Insure fire alarm system maintenance and testing complies with local, state and federal fire codes.
- Insure material and equipment is installed per engineered drawing.
- Download software to controllers.
- Perform point-to-point checkouts to insure connectivity between field devices and controllers.
- Insure software operates as specified and designed.
- Support DDC controls systems installation as required.
- Test fire alarm systems in buildings.
- Available to work nights/weekends for after-hours emergency services.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Possess a current Fire Alarm Technician License from the State of Michigan.
- Licensed Electrician by the State of Michigan.
- Journeyman Certification from the US Department Labor or equivalent.
- ADA Door Operator.
- Possession of a valid Michigan Operator's license and meet the provisions of a Federal Motor Carrier Safety Regulations.
- Three years experience troubleshooting, programming, commissioning, and repairing a variety of fire alarm systems that involve smoke detectors, flow switches, tamper switches, horns, strobes, and smoke control and evacuation systems.
- Experience with Edwards, Simplex and/or Siemens fire alarm systems.
- Ability to read and interpret blueprints, diagrams, submittals, specifications, software/systems, programs, schematics, and operation/product manuals.
- Working knowledge of the National Electrical Code.
- Ability to work on ladders and scaffolding.
- Ability to work in a manner that will not endanger the safety of other persons, oneself, equipment, and property.

## **DESIRED QUALIFICATIONS:**

- Programming experience.
- AutoCAD experience.

# Classification Description

---

**Title:** Jrny Bldg Maint Wrk

**Level:**

**SM-8**

**Date:** March, 2005

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Performs skilled work in all trade areas. Supervises, educates and performs needed maintenance and/or renovation in residential and other auxiliary areas on campus. Assists in creating a safe and livable environment for students.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Delegates work to the SM-6, Building Maintenance Workers and student staff where applicable.
- Oversees and performs semi-skilled and skilled maintenance and repair in designated areas, included but not limited to doors, windows, drawers, curtain rods, shower rods, and ceiling tiles
- Schedules and prioritizes the work to be done each day.
- Plans for short and long term facility repair needs.
- Manages and directs room/area construction and remodel projects, including design, costing and supplies.
- Troubleshoots HVAC and direct repair.
- Utilizes knowledge of room construction from floor up, including layout, materials needed, etc.
- Installs and repairs plumbing, including but not limited to replacing toilets, sinks, and shut-off valves
- Performs repairs on electrical outlets, fixtures, and performs other electrical repairs, not to exceed 120 volts
- Understands and operates the tools that are used
- Repairs heating units and knowledge of needed parts for repair
- Troubleshoots and determines problem at hand
- Takes service calls, initiates action, maintains service records, and prepares reports of accomplishments and future service needs as directed
- Oversees the maintenance and inspection of fire extinguishers; maintains documentation and statistics as required.
- Performs lockout procedure
- Installs switches, outlets, GFCI, ballast, light fixtures, etc.
- Runs conduit
- Trains and supervises student staff
- Oversee product testing.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Completion of a formal apprenticeship program of a qualifying nature.
- General knowledge of all trades (carpentry, plumbing, HVAC, electrical and painting) and the tools required in each area.
- Work experience in electrical, plumbing, and carpentry.
- Possession of a valid driver's license.
- Meets the provisions of the Federal Motor Carrier Safety Regulations.
- Ability to work from blueprints, drawings, sketches.
- Ability to work from ladders, scaffolding, and aerial lift devices.
- Ability to work in close restricted locations.
- Knowledge of OSHA safety regulations including fire safety.
- Ability to use computers.
- Knowledge of paint and different uses.
- Knowledge of lock and door closures, repair and installation.
- Knowledge of A.D.A/Handicap accessibility regulations and application of regulations to projects.
- Effective verbal and written communication skills.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills required to maintain positive relations within the University community including students, staff, faculty, and work associates their respective working/living environments.
- Ability to perform the essential functions and requirements of the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title:** Jrny Carpenter

**Level:**

**SM-8**

**Date:** June, 2005

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the construction, maintenance and repair of structures, equipment and articles of wood; performs related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Performs general carpentry work from blueprints or sketches.
- Makes alterations and repairs to University buildings.
- Installs, changes or removes partitions, doors and windows.
- Installs, replaces and repairs building hardware.
- Operates power tools.
- Keeps necessary records as required.
- Requests supplies and equipment as required.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Completion of a formal apprenticeship program of a qualifying nature.
- Possession of a valid Michigan Operator's License, and meets the provisions of the Federal Motor Carrier Safety Regulations.
- Ability to work from blueprints.
- Ability to work from ladders and scaffolding.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

# Classification Description

---

**Title: Jrny Electrician**

**Level:**

**SM-8**

**Date: June, 2005**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Performs skilled electrical work in the installation, maintenance and repair of all electrical wiring, apparatus, systems, fixtures, motors, industrial instruments, and other equipment under the jurisdiction of the University; performs related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Installs, maintains, and repairs electrical wiring.
- Installs and maintains electrical motors, meters and generators.
- Makes emergency repairs and adjustments.
- Maintains stock of electrical fittings, wire and conduit and instruments as required.
- Keeps necessary records as required.
- Maintains and repairs high voltage distribution system.
- Assists in the maintenance of elevators.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Completion of a formal apprenticeship program of a qualifying nature.
- Possession of a valid Michigan Operator's License, and meet the provisions of a Federal Motor Carrier Safety Regulations.
- Ability to work from blueprints.
- Working knowledge of the National Electrical Code.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.



# Classification Description

---

**Title:** Jrny Locksmith

**Level:**

**SM-8**

**Date:** June, 2005

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the maintenance and repair of locks and lock systems; performs related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Repairs, picks, and replaces locks and tumbler units.
- Designs, installs, and maintains lock systems.
- Orders locks, cylinders, and stock key blanks.
- Issues keys, cuts duplicate keys, maintains key assignment records, and a complete file of duplicate keys.
- Develops and follows a schedule of preventative maintenance for installed locks and lock systems.
- Recombinates lock cores and cylinders of University keying system.
- Keeps necessary records as required.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of the twelfth grade.
- Completion of a formal apprenticeship program of a qualifying nature or equivalent training and experience.
- Possession of a valid Michigan Operator's License, and meet the provisions of the Federal Motor Carrier Safety Regulations.
- Ability to work from blueprints and building diagrams as required.
- Ability to write legibly, maintain records, prepares reports and orders as required.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

# Classification Description

---

**Title: Jrny Maint Mechanic**

**Level:**

**SM-8**

**Date: June, 2005**

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Performs one or more of the skilled mechanical trades of a journeyman level in the maintenance, repair and alteration of University buildings and equipment; performs related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Performs skilled maintenance or construction tasks of journeyman level in one or more of the mechanical trades.
- Operates power equipment and hand tools.
- Maintains swimming pools.
- Repairs and maintains food service equipment.
- Repairs and maintains appliances, furnaces, water softeners, etc.
- Repairs and maintains mechanical equipment and piping systems, etc.
- Keeps necessary records as required.
- Request supplies and equipment as necessary.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Completion of a recognized formal apprentice program of a qualifying nature and be able to present the journeyman certificated from the U.S. Department of Labor or equivalent.
- Possession of a valid Michigan driver's license.
- Ability to work from blueprints.
- Experience in steam systems and steam trap maintenance may be required.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

# Classification Description

---

**Title:** Jrny Mason

**Level:**

**SM-8**

**Date:** June, 2005

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the construction, repair and maintenance of masonry structures; performs related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Lays blocks, bricks, ceramic and quarry tile.
- Pours and finishes concrete.
- Mixes and prepares necessary materials.
- Caulks around windows and makes necessary adjustments.
- Waterproofs the exterior of buildings.
- Estimates materials and supplies needed for each job.
- Keeps necessary records as required.
- Requests supplies and equipment as necessary.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Completion of a formal apprenticeship program of a qualifying nature.
- Possession of a valid Michigan Operator's License, and meet the provisions of the Federal Motor Carrier Safety Regulations.
- Ability to work from ladders and scaffolding.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

# Classification Description

---

**Title:** Jrny Painter

**Level:**

**SM-8**

**Date:** June, 2005

**FLSA Status:**

**Non-Exempt**

---

**GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the painting of University buildings, facilities and equipment; performs related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Paints University buildings, facilities and equipment.
- Estimates pain and other materials needed for each job.
- Orders and prepares the necessary supplies for each job.
- Mixes paint to specifications.
- Keeps necessary records as required.
- Works from scaffolding and ladders.
- Wallpapers as required.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Completion of a formal apprenticeship program of a qualifying nature.
- Possession of a valid Michigan Operator's License, and meet the provisions of the Federal Motor Carrier Safety Regulations.
- Ability to work from ladders and scaffolding.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

# Classification Description

---

**Title:** Jrny Welder/Maint Mechanic

**Level:**

**SM-8**

**Date:** August, 2005

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Performs skilled welding work and is skilled in one or more of the mechanical trades. Performs maintenance, repair and alteration of University buildings, equipment and facilities.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Performs skilled welding work in maintenance, repair and construction.
- Performs skilled maintenance or construction tasks of journeyman level in one or more of the mechanical trades.
- Repairs and maintains mechanical equipment and piping systems, etc.
- Plans work; estimates materials and supplies required.
- Works from blueprints, diagrams and specifications.
- Requests supplies and equipment as necessary.
- Keeps necessary records as required.
- Operates power equipment and hand tools.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Training and experience equivalent to a formal 8000 hour apprenticeship program preferably in Welding, Millwright, Plumbing, Pipe Fitting or Machine Repair.
- Prior experience in one or more of the mechanical trades.
- Prior experience as a certified all position welder from a previous employer that can arc weld all types of pressure vessels such as high pressure steam piping and condensate piping.
- Ability to weld in restricted areas.
- Possession of a valid driver's license.
- Ability to read and interpret blueprints.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

## **DESIRED QUALIFICATIONS:**

- Experience in steam systems and steam traps.
- Experience with the following mechanical equipment: pumps, mechanical seals, air handling unit and all types of rotating equipment.
- Experience with light industrial equipment and commercial equipment.

# Classification Description

**Title: Kitchen Equip Mechanic**

**Level:**

**SM-8**

**Date: September, 2015**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Perform installation, repair, and preventative maintenance on commercial foodservice equipment including, but not limited to, refrigeration equipment, cooking equipment, beverage equipment, commercial washers and driers, and dish machines.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Perform installation, repair, and preventative maintenance on commercial foodservice equipment including, but not limited to, refrigeration equipment, cooking equipment, beverage equipment, and dish machines. Refrigeration includes, but is not limited to reach-in and walk-in coolers and freezers, including ice machines and soft serve ice cream machines.
- Demonstrate effective troubleshooting and problem solving skills.
- Manages spare parts inventory.
- Communicate effectively with internal and external customers.
- Build strong customer relationships and build knowledge and understanding of new and existing customer needs/expectations.
- Attend appropriate technical and manufacturer training.
- Obtain additional licenses and certifications as appropriate.
- Assist in operator training.
- Help coordinate work completed by outside contractors.
- Practice workplace safety such as: Lock out/Tag out, maintain an organized work area.
- Ensure that all guards and safety devices for the equipment repaired are operational and that the piece of equipment is safe to return to service.
- Inspects and replaces air filters and drive belts.
- Condenser coil cleaning.
- Relay and contact inspection.
- Lubricate bearing and rotate components when needed.
- Inspect gas components.
- Maintain and/or replace garbage disposals and ejector pumps.
- Report code violations.
- Natural gas line testing and leak repair - internal to equipment.
- Appliance lamp and lighting maintenance.
- Electrical inspections on appliances.
- Control wiring.
- Maintain and repair commercial washers and dryers such as Unimac and Speed Queen.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Three years experience in a commercial kitchen equipment repair.
- Possession of Type II or IV Refrigerant Handling Technician Certification.
- Extensive related experience in kitchen equipment diagnostics and repair.
- Valid driver's license and acceptable motor vehicle record.
- Willingness/ability to be involved with emergency on-call rotation that includes nights and weekends.
- Experience in commercial kitchen equipment repair and/or commercial refrigeration experience.
- Experience with pumps, bearings, electrical safety, gears, hydraulics, and valves on commercial kitchen equipment.
- Experience with gas fired kitchen equipment and safety.
- Self-motivated with the proven ability to prioritize and work independently with minimal direct supervision.
- Thorough working knowledge of electrical and mechanical systems for commercial kitchen equipment.
- Experience working in confined spaces, heat and high places.

## **DESIRED QUALIFICATIONS:**

- Relevant technical training, licenses, and/or certifications (i.e. EPA, CFESA).
- Experience with Hobart, Delfield, Cres Cor, Metro, Robot Coupe, Alto Sham, Lincoln, Hatco, Bunn, Buhn, Wells, Frymaster, Cleveland, and Woodstone.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title: HVAC Commissioning Tech**

**Level:**

**SM-10**

**Date: March, 2014**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Provides technical support and skills to adjust HVAC and related mechanical system performance issues through use of testing/adjusting/balancing (TAB) techniques and control system analysis & recommends solutions. Performs energy audits and building performance analyses.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Diagnose HVAC and related mechanical system performance issues; adjust and modify through the use of testing/adjusting/balancing (TAB) techniques.
- Performs control system analysis & recommends solutions to implement more energy efficient practices.
- Provides support and recommends solutions in the evaluation of existing facility control system operation and maintenance.
- Reviews control systems and TAB strategies.
- Conceptual planning, design and implementation of proposed changes to existing HVAC control systems.
- Inspects mechanical and HVAC system alterations and improvements to ensure compliance with university standards.
- Provides technical support and recommends solutions on HVAC and related mechanical system performance issues through the use of TAB techniques and control system analysis.
- Aids in the preparation of design plans and specifications.
- Provides/prepares technical reports and cost studies.
- Maintains documentation of TAB work as necessary.
- Maintains cleanliness of environmental system, spaces, mechanical rooms, and equipment after completion of TAB work.
- Operates power equipment, hand tools, multiple electronic and analog meters.
- Interfaces with outside vendors and contractors as necessary.
- Maintains a positive image with customers, vendors, and peers.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of a Bachelor's Degree in HVAC or an Associates Degree and two years of experience in TAB control theory and system understand or 4 years of experience in retrocommissioning.
- Experience in reading and interpreting mechanical drawings, specifications, operations and maintenance manuals, knowledge of testing/adjusting/balancing (TAB) reports and HVAC control system logical/sequence of operations.
- Knowledge of methods, materials, tools, equipment of the mechanical trades.
- Working knowledge of computer controllers and related equipment.
- Ability to work independently and in a team environment and to provide a high level of service excellence to campus customers.

## **DESIRED QUALIFICATIONS:**

- Experience in HVAC control system logic development and evaluation.
- Technical report writing.
- Use of TAB instruments, methods and establishment of correct system conditions required prior to carrying out TAB work.
- Ability to read, interpret and apply related industry recommendations and standards.
- Basic knowledge of ASHRAE, ACG & LEED Commissioning requirements.

# Classification Description

---

**Title: HVACR & Controls Technician**

**Level:**

**SM-8**

**Date: June, 2005**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the installation, operation, maintenance and repair of heating, ventilating, air conditioning, and refrigeration systems, HVACR controls, and energy management systems. Performs related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Plans and performs a wide variety of skilled work in the installation, maintenance, and repair of heating, ventilating, air conditioning, refrigeration, and environmental control equipment (both electronic and pneumatic) and related systems.
- Responsible for adjustment and maintenance of HVAC controls and computer interface in assigned buildings.
- Maintains logs and records as necessary.
- Maintains cleanliness of environmental system, spaces, mechanical rooms, and equipment.
- Operates power equipment, hand tools, multiple electronic and analog meters.
- Operates absorption and centrifugal chillers to maintain demand fro cooling in satellite locations.
- Operates and maintains cooling towers in satellite locations.
- Performs preventative maintenance and lubricates related equipment.
- Maintains telephone and radio contact with campus and outside vendors and contractors as necessary.

## **MINIMUM QUALIFICATIONS:**

- Five years experience in HVACR.
- Education equivalent to completion of Associates degree in HVAC.
- Possession of type II or IV Refrigerant Handling Technician Certification.
- Ability to obtain a cooling tower treatment, category 5B pesticide applicator certification within 90 days.
- Possession of a valid Michigan driver's license.
- Ability to work from blueprints, diagrams, and schematics.
- Working knowledge of HVACR controls and the ability to install/adjust digital and pneumatic control circuits.
- Working knowledge of computer controllers and related equipment.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.
- Ability to respond as needed on off hours to HVAC and controls problems.
- Ability to work independently and in a team environment and to provide a high level of service excellence to campus customers.





# Classification Description

---

**Title:** Jrny Electrician/High Voltage

**Level:**

**SM-10**

**Date:** June, 2009

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Performs skilled electrical work in the installation, maintenance and repair of all electrical wiring, apparatus, systems, fixtures, motors, industrial instruments, and other equipment under the jurisdiction of the University; performs related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Installs, maintains, and repairs electrical wiring.
- Installs and maintains electrical motors, meters and generators.
- Makes emergency repairs and adjustments.
- Maintains stock of electrical fittings, wire and conduit and instruments as required.
- Keeps necessary records as required.
- Maintains and repairs high voltage distribution system.
- Assists in the maintenance of elevators.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Journeyman Certification from the US Department of Labor or equivalent.
- Possession of a valid Michigan Operator's License, and meet the provisions of a Federal Motor Carrier Safety Regulations.
- Ability to work from blueprints.
- Working knowledge of the National Electrical Code.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

**Title: Lead Jrny Maint Mechanic**

**Level:**

**SM-10**

**Date: June, 2007**

**FLSA Status:**

**Non-Exempt**

## **GENERAL STATEMENT OF DUTIES:**

Lead, oversee, coordinate and assist in the work of the Journeyman Maintenance Mechanic. Performs one or more of the skilled mechanical trades at a journeyman level in the maintenance, repair and alterations of University buildings and equipment; performs related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Performs skilled maintenance or construction tasks of journeyman level in one or more of the mechanical trades.
- Operates power equipment and hand tools.
- Maintains swimming pools.
- Repairs and maintains food service equipment.
- Repairs and maintains appliances, furnaces, water softeners, etc.
- Repairs and maintains mechanical equipment and piping systems, pumps, pump seals, booster pumps, air handlers, all different types of rotating equipment, etc.
- Oversees the operation and maintenance of building heating and ventilating equipment housed in mechanical rooms and other areas as assigned.
- Oversees the maintenance of control air, steam, condensate, natural gas fired equipment (gas fired roof top units, small boiler for heating and domestic hot water) chilled water, domestic water, sanitary sewer, and storm sewer piping system.
- Assists in the set up of work necessary in the related zone.
- Provides instruction and training to the employees in related zone.
- Identifies and addresses occupational difficulties encountered by the employees in the zone.
- Receives, evaluates, prioritizes and schedules work assignments from incoming work orders, including preventative maintenance work, as needed.
- Coordinates work with others to complete jobs in a timely manner.
- Clarifies information on job orders by contacting originator.
- Informs the Maintenance Mechanic Supervisor on the status of work assignments from incoming work orders as needed.
- Suggests improvement in zone to the Maintenance Mechanic Supervisor.
- Responsible for the proper operation and maintenance of shop equipment and vehicles.
- Organizes and implements equipment and piping system.
- Familiarizes new employees in proper procedures and methods.
- Provides backup support and coordination with other shops in the absence of the supervisor.
- Observes health and safety standards to assure compliance with University, Local, State, and Federal policies, procedures, codes and regulations.
- Performs chemical testing of hot water heating systems as directed.
- Keeps necessary records as required.
- Requests supplies and equipment as necessary.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to completion of twelfth grade.
- Completion of a recognized apprentice program (Department of Labor certified or equivalent).
- Five years journeyman level experience working with a variety of mechanical systems such as air handlers, pumps, piping, plumbing, sewers and small boilers.
- Demonstrated ability to organize and direct work activities.
- Possession of a CPO (Certified Pool Operator) by the National Swimming Pool Foundation, or must obtain one within one year.
- Possession of a valid Michigan driver's license.
- Ability to work from blueprints.
- Experience in steam systems and steam trap maintenance.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Classification Description

---

**Title: Sr Energy Facility Operator**

**Level:**

**SM-10**

**Date: November, 2008**

**FLSA Status:**

**Non-Exempt**

---

## **GENERAL STATEMENT OF DUTIES:**

Performs skilled work in the operation and maintenance of high pressure steam boilers, steam absorption and centrifugal chillers, air conditioning cooling towers, steam, diesel and gas turbine driven generators, air compressors, pumps, and related work as required.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Operates with automated and manual controls high pressure steam boilers to maintain campus demand for steam.
- Performs maintenance on boilers, chillers, generators, cooling towers, steam traps, and related pumps.
- Maintain cleanliness of the Central Energy Facility.
- Maintain telephone and radio contact with campus and outside vendors and contractors as necessary.
- Keeps necessary operating records and logs.
- Performs touch up painting on equipment, pipes, floors, and walls.
- Performs minor carpentry work.
- Operates with automated and manual controls absorption and centrifugal chillers to maintain campus demand for chilled water.
- Operates diesel, steam, and gas turbine driven generators.
- Operates and maintains cooling towers.
- Performs preventative maintenance and lubricates Central Energy Facilities equipment.
- Monitors campus energy management system.
- Operates water treatment equipment and takes water tests as prescribed by supervisor.
- Maintains steam distribution and condensate return system in distribution tunnels.

## **MINIMUM QUALIFICATIONS:**

- Education equivalent to the completion of high school.
- Completion of a formal apprentice program of a qualifying nature or equivalent training and experience.
- Possession of a valid Michigan operator's license.
- Ability to work from blueprints, diagrams, and sketches.
- Demonstrated ability to follow and/or interpret oral or written directions.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.