

The University of Winnipeg  
Class Specification

Revision Date: April 12, 2007

Classification: Utility Specialist

Page 1.

Unit: I.U.O.E.

CHARACTER OF THIS CLASSIFICATION LEVEL

The Physical Plant Department is responsible for the entire physical facilities of the University, including all buildings and grounds, furnishings and fixed equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Acts as a liaison to the Projects Manager on all keying requirements for new projects and renovations including organizing meetings for signage and keying upon request or as time permits
2. Inspects areas for vandalism and repairs/replaces equipment or facilities
3. Is responsible for flooring/wall repairs and some installations, which includes: carpets, tiles, sheet goods, ceramic tiles, floor levelling, concrete repairs, etc.
4. Is responsible for inspecting contract installed floor coverings, doors and hardware and advising project manager for satisfactory completion
5. Assists in the evaluation of the type and amount of floor coverings for pricing by others
6. Assists in evaluating the yearly carpet replacement schedule
7. Is responsible for engraving and installation of all signage and fabrication of frames, brackets and hanging apparatus used in utility work (e.g. wooden, vinyl, metal, plastic, etc.) for the University including making field decisions on format and installation methods
8. Performs arc welding repairs and modifications to equipment as required (e.g. frames, braces, etc.)
9. Installs and repairs locks in conjunction with external locksmiths and the carpenter
10. Performs maintenance locksmithing including: repair and replacing of: locksets, fire exit hardware, door closers, and general door operation
11. Cuts keys for students and staff and trouble shoots key problems (e.g. key interchange, emergencies, cylinders, pins, etc.)
12. Orders parts for repairs and maintenance to keys, flooring, signage, doors, etc.
13. Makes washroom partition repairs, filing cabinet and lock repairs, and desk lock repairs
14. Works with other trades in Physical Plant on repair and renovation projects
15. Maintains workshop and work areas in a clean and safe condition
16. Is responsible for security, maintenance and repair of all tools and equipment
17. Assists in evacuations, according to procedures, in a safe and responsible manner whenever necessary
18. Performs other related duties as required or assigned

QUALIFICATIONS REQUIRED

The minimum qualifications necessary for acceptable (satisfactory) performance are:

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|---------------------------|--|
| Level of Formal Education | <ul style="list-style-type: none"><li>- High school completion or an acceptable equivalent</li><li>- Certification or a letter of understanding from Union of Painters and Allied Trades as a journeyman floor coverer would be desirable</li><li>- Certification with the Door and Hardware Institute for the Fundamentals of Architectural Doors and Hardware course would be desirable</li><li>- Must have a diploma in locksmithing and have some training in welding, asbestos handling and Fire Guard technology</li></ul> |
| Experience                | <ul style="list-style-type: none"><li>- Several years of directly related experience in locksmithing and door technology</li><li>- Must have experience in sign making with articulated</li></ul>  |

machinery

- Must have several years of experience in the floor covering field

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Page 2.

Unit: I.U.O.E.

or

- An acceptable equivalent combination of education and experience may be considered

Skills and Abilities

- Must be able to perform arc and oxy-acetylene welding
- Must be able to operate desktop computers with current application software including: vinyl signage production software, key inventory and database programs
- Must have the ability to repair and replace locks, fire exit hardware, door closers and any other equipment generally used for door operation
- Must be able to follow oral and written instruction in English
- Must be able to communicate effectively with all staff, students and the public
- Must have the responsibility and problem solving capabilities to work independently
- Must have the ability to supervise the work of others
- Must be versatile and knowledgeable in sign mounting techniques using a variety of equipment and hanging, on a variety of surfaces

Physical Requirements

- Must be able to lift and transport heavy items without accident or injury (up to 50 lb.)
- Must be capable of performing the duties as assigned

This class specification is intended to illustrate the characteristics of this classification level and should not be interpreted as a description of any one individual position within this classification level.