

The University of Winnipeg
Class Specification

Revision Date: April 23, 2007

Classification:

Service Worker I

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.

In positions at this level, incumbents perform general maintenance duties throughout the University under direction from the Physical Plant Supervisor.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Operates snow removal equipment in the Winter and grounds keeping equipment in the Summer to maintain the safety, appearance and cleanliness of buildings, entrances, steps, walkways, parking lots and grounds
2. Lifts and transports furniture, equipment, boxes, etc. to a variety of locations on campus which may include set-ups for special events, convocations, registrations, etc.
3. Locks and unlocks entrance doors as assigned
4. Replaces burned out light bulbs
5. Washes and/or cleans glass doors, dividers and other vertical surfaces as requested
6. Makes regular inspections for general conditions and fire hazards and takes appropriate action
7. Uses a computer to retrieve and log Work Orders
8. Assists in evacuations, according to procedures, in a safe and responsible manner, whenever necessary
9. Is responsible for security and maintenance of all assigned tools and equipment
10. Performs other related duties as required or assigned

QUALIFICATIONS REQUIRED

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

Level of Formal Education-	High school completion or acceptable alternative
Experience	<ul style="list-style-type: none">- Some directly related experience in general maintenance including: moving, lawn maintenance and snow removal as required by the Department<u>or</u>- An acceptable equivalent combination of education and experience may be considered
Skills and Abilities	<ul style="list-style-type: none">- Must be able to follow written and verbal instructions in English and communicate effectively to promote cooperation and goodwill with all staff, students and the public- Must be able to handle and operate the equipment necessary for the performance of duties
Physical Requirements	<ul style="list-style-type: none">- 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.