

The University of Winnipeg

Class Specification

Revision Date: November 4, 2014

Classification: Utility Specialist
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 Project Managers 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 inspecting contract installed floor coverings, doors and hardware and advising project manager for satisfactory completion
4. Performs general flooring duties, including:
 - a. Responds to flooring emergency issues, repairs if possible; includes closing areas in emergency situations.
 - b. Organizes contractors if necessary with approval from Director. Advises department on replacements and repairs. Authorized to represent department on satisfactory completion of repairs and replacements by contractors.
 - c. Duties include participating in annual flooring replacement review.
 - d. Recommends type of flooring and specifications on contractor installation if required
 - e. Repairs may include Carpet, Carpet tiles, hard surface sheet goods, Vinyl Composite tile, Rubber Baseboards, Ceramic tile; loose metal in doorways, small installations. Repairs are based on size and time permitting. Because of diverse duties and priorities the employee has discretion to, contract out work with approval of Director.
- Orders parts for repairs, maintenance/replacements of all materials associated with duties.
5. Assists in the evaluation of the type and amount of floor coverings for pricing by others
6. 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
7. Installs and repairs locks in conjunction with external locksmiths and the carpenter
8. Performs work as an Institutional Locksmith, duties include:
 - a. Repair and replacing of locksets, fire exit hardware, door closers, and general door operation
 - b. Key cutting and key operation for students and staff (e.g. key replacement, key and lock operation, key inventory, troubleshooting)
 - c. Various key standards (Primus, Miwa, Abloy, etc)
 - d. Works with external key company to maintain the existing master, sub-master and cylinders for the Abloy key system used on campus.
 - e. SALTO access system:
 - i. Install, service, replacement of GEO Salto locks on Campus and Satellite bldgs.
 - ii. Install, service, and replace both lever sets and RPI kits when necessary.
 - iii. Maintains Salto inventory of various styles of lever sets,

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- iv. Salto repairs and troubleshooting includes: batteries, faulty units, associated parts and latches
- 9. Works with security to address lock, door, and access issues.
- 10. Organizes outside Locksmith Company's on repairs, replacements, locks, hardware, keying on new construction. Reports to Director on work completed.
- 11. First Responder on electric door operator malfunctions. Authorized to call contractors or maintenance staff to assist. Authorization includes repair or replace of operator. Director or Chief engineer will be advised.
- 12. Orders parts for repairs and maintenance to keys, flooring, signage, doors, etc.
- 13. Performs signage duties including:
 - a. Supervises and issues work to Service worker assistant on engraving and placement of signage.
 - b. Fabricates vinyl signage as requested includes mounting (e.g. Hanging, brackets, etc.)
 - c. Installing and maintaining MIRTEC signage system.
- 14. Makes washroom partition repairs, filing cabinet and lock repairs, and desk lock repairs
- 15. Works with other trades in Physical Plant on repair and renovation projects
- 16. Maintains workshop and work areas in a clean and safe condition
- 17. Is responsible for security, maintenance and repair of all tools and equipment
- 18. Assists in evacuations, according to procedures, in a safe and responsible manner whenever necessary
- 19. Performs other related duties as required or assigned
 - a. Maintains workshop and work place in safe and organized condition
 - b. Is responsible for security, maintenance and repair of all tools and equipment.
 - c. Works with other trades in Physical Plant.
 - d. Assists in evacuations, according to procedures
 - e. May perform other duties as required or assigned.

QUALIFICATIONS REQUIRED

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

Level of Formal Education - High school completion or an acceptable equivalent

- Certification or a letter of understanding from Union of Painters and Allied Trades as a journeyman floor coverer would be desirable
- Certification with the Door and Hardware Institute for the Fundamentals of Architectural Doors and Hardware course would be desirable
- Must have a diploma in locksmithing and have some training in asbestos handling and Fire Guard technology
- SALTO trained for servicing and installations.

Experience

- Several years of directly related experience in locksmithing and door technology
- Must have experience in sign making with articulated machinery

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- Must have several years of experience in the floor covering field
- or**
- An acceptable equivalent combination of education and experience may be considered

Skills and Abilities

- 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 flooring
- 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.