

The University of Winnipeg
Class Specification

Revision Date: April 12, 2007

Classification: Service Worker 3
(Carpentry/Electrical/Engineering/Mechanized
Equipment/Painting/Pest Control/Plumbing)
Unit: I.U.O.E.

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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, under direction, incumbents perform general maintenance duties and also apply specialized skills in an area of service work that is at a level above the Service Worker 2 Classification.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

A. General Maintenance Duties

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. Replaces burned out light bulbs, ballasts, etc.
4. Repairs or installs interior furnishings/finishings (e.g. ceiling tiles, drywall, furniture, carpets, mouldings, wall coverings, etc.)
5. May maintain the Department's stock control of general and cleaning supplies and materials
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

B. Carpentry/Electrical/Engineering/Mechanized Equipment/Painting/Pest Control/Plumbing

While these tasks are normally performed under the guidance of a qualified journeyman (M/F), engineer or administrator, sometimes work may be performed on routine tasks of limited complexity without direct supervision. A position may involve utilizing practical knowledge and experience of one specific area, or may involve being assigned to more than one area, during the course of duties.

CARPENTRY

1. Performs and assists carpenter with minor building renovations including but not limited to: partitioning spaces, making new doorways, hanging doors and windows, construction of new shelves and counters
2. Repairs, maintains or refits: counters, windows, shelves, doors, blackboards, floors, walls, ceilings, furniture, etc.
3. Performs other repairs, maintenance, modifications and related duties as required or assigned

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ELECTRICAL

Under the guidance of a qualified journeyman (M/F):

1. Performs and assists electrician with installation, maintenance and repair of wiring systems, electrical equipment and appliances
2. Maintains and repairs low voltage wiring systems
3. Services electrical systems (e.g. parking lots)
4. Performs other repairs, maintenance, modifications and related duties as required or assigned

ENGINEERING

Under the guidance of a qualified engineer (M/F):

1. Performs minor mechanical repairs to HVAC equipment
2. Greases and replaces bearings on HVAC equipment
3. Replaces belts and filters and adjusts pulleys as necessary
4. Keeps mechanical rooms and equipment in a clean condition
5. Performs other repairs, maintenance and related duties as required or assigned

MECHANIZED EQUIPMENT

1. Operates, maintains, diagnoses problems and repairs mechanized equipment (e.g. Tractors, mowers, snow blowers, cultivators, and gas weed eaters)
2. Assists the Service Coordinator in ordering and obtaining replacement parts from suppliers in order to complete repairs
3. In winter months is responsible for organizing, assigning work and training sufficient numbers of staff for mechanized snow removal prior to arrival of staff and students
4. Performs other repairs, maintenance and related duties as required or assigned

PAINTING

1. Repairs, prepares and performs general maintenance to walls, ceilings and other surfaces in order to apply paints, primers, sealers, stains or wall coverings
2. Mixes and applies paints, stains, and other materials to surfaces
3. Maintains work and storage areas in a clean and safe condition

PEST CONTROL

1. Checks the University's properties for pests and applies pesticides, where needed, in a safe manner
2. Monitors the University's properties and keeps logs of problem areas where it pertains to pests
3. Performs other repairs, maintenance and related duties as required or assigned

PLUMBING

Under the guidance of a qualified journeyman (M/F):

1. Performs and assists plumber with installation, maintenance and repair of domestic water systems and related equipment (e.g. sprinkler systems, drinking fountains, eyewashes, emergency showers, liquid waste disposal systems, etc.)

2. Performs other repairs, maintenance, modifications and related duties as required or assigned

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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">- Several years of directly related experience in general maintenance including: moving, lawn maintenance and snow removal and a practical knowledge of specialized skills, over and above the Service Worker 2 Classification, which is required at this level, to support the Physical Plant<u>or</u>- An acceptable equivalent combination of education and experience may be considered
Skills & 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
Knowledge/Certification	<ul style="list-style-type: none">- Persons responsible for trade work must have a good working knowledge of the pertinent trade skills- Persons responsible for Engineering must have a valid Manitoba Department of Labour Certificate of Qualification for Fifth Class Power Engineering- Persons responsible for Mechanized Equipment must have, or be willing to obtain a Small Engine Repair Certificate- Persons responsible for Pest Control must have a valid Pesticide Applicator/Dispenser Certificate issued by the Department of Agriculture and Food, Manitoba Government

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.