

POSITION DESCRIPTION
DER-DCC-10 (Rev. 5-84)
 State of Wisconsin
 Department of Employment Relations

1. Position No. 194.00	2. Cert / Reclass Request No.	3. Agency No. 285
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS
6. CLASSIFICATION TITLE OF POSITION Facilities Maintenance Specialist-Advanced	University of Wisconsin-Parkside Box 2000, 900 Wood Road Kenosha, WI 53141-2000
7. CLASS TITLE OPTION (to be filled out by Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT Steve Cundari
9. AGENCY WORKING TITLE OF POSITION Facilities Maintenance Specialist-Advanced	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Tim Watkins, Greg Williams
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Eugene Terning, Building & Grounds Supervisor	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS?
 IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84). Yes No

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
See Attached

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page.)
 ___ GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
 ___ WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
 ___ TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES
	See Attached

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on back of last page)
 a. The supervision, direction, and review given to the work of this position is close limited general.
 b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)
 Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION
 I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
 (Please initial and date attachments.)
 Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

Required distribution after all signatures have been obtained is five copies (check one box below for each copy):
 PD File (original) DER Employee Supervisor

University of Wisconsin - Parkside

- B. Job Title: Facilities Maintenance Specialist - Advanced**
- C. Is this Position Hourly or Salaried? Hourly**
- D. Shift & Hours of Position: 1st shift 7:00am - 3:30pm**
- E. Number of Subordinates (if applicable): n/a**
- F. List of Essential Job Functions, Knowledge, Abilities, and Skills:**
This is advanced level mechanical maintenance and repair work. Employees in this class operate, maintain and make repairs on electrical, plumbing, heating and refrigeration, air conditioning and other mechanical systems and apparatus commonly used in office and institutional buildings and building complexes. In addition, employees perform preventive maintenance, make repairs and perform minor installations to HVAC equipment.
- 45% Objective A: Accomplish maintenance, inspection and repair of Heating Ventilating and Air conditioning and associated equipment**
- A1. Perform necessary repairs to air handling drive systems, traps, strainers, valves, water pumps, heating and chilling coils, filters, belt, and pneumatic and electric control systems including upgrades, replacement and retrofits.**
- A2. Adjust and set Pneumatic and electric controls for proper operation of temperature, humidity and air flow.**
- A3. Perform minor electrical repairs to motors, switches, starters and piping.**
- A4. Set, calibrate and repair thermostats to maintain required temperatures.**
- A5. Identify and report on building systems malfunctions and deficiencies found during daily inspection rounds.**
- A6. Repairs and rebuilds steam and hot water heating systems components. Disassemble and reassemble using the new replacement parts such as bearings, shafts, impellers, fans, pumps, valve seats and other parts used in heating systems.**
- 30% Objective B: Performance of miscellaneous mechanical, system repairs and other duties as directed by supervisor.**
- B1. Perform necessary plumbing repairs with emphasis on regular preventive maintenance.**

- B2. Check and repair elevator systems and controls as required. Monitor and report elevator operational status.**
- B3. Maintain repairs and operation of air compressors and associated equipment.**
- B4. Fabricate or repair metal parts, guards, rails and small metal structural projects.**
- B5. Perform maintenance of swimming pool and associated equipment. Conduct chemical analysis and treatment of swimming pool water and filters. Maintain chemical supplies and logs.**
- B6. Perform chemical analysis and treatment to small boilers and chilled water systems.**
- B7. Perform housekeeping requirements to keep mechanical rooms and equipment in clean, orderly condition.**
- B8. Perform maintenance and repairs to Food Service equipment as required.**
- B9. Maintain shop and hand tools, keeping work areas neat and orderly, putting tools away and making repairs to tools as needed**
- B10. Maintain records and reports as requested**
- B11. Assist in ordering and maintaining inventory of tools and spare parts.**
- B12. Perform other tasks are assigned by supervisor.**
- B13. Asbestos abatement: Obtain yearly medical examination, attend training and perform O & M asbestos abatement and encapsulation in accordance with OSHA and State of Wisconsin Codes.**
- 15% Objective C: Perform inspection, cleaning and adjustment of equipment in conjunction with the preventive maintenance program.**
- C1. Perform preventive maintenance inspection (monthly, semi-annually, and annually) on all mechanical equipment and distribution systems, air handling units, fan coil units, cabinet unit heaters, humidifiers, pumps, pressure reducing stations, pre-heat coils, air compressors and roof exhaust fans.**
- C2. Clean and/or replace air filters, air handling equipment, pneumatic controls and vari-drives.**
- C3. Check, adjust and/or replace drive belts.**
- C4. Grease and/or oil motor bearings and drive bearings.**

- C5. Check dampers, settings and linkage.**
- C6. Check Strainers, traps, valve, couplings and controls.**
- C7. Check/clean air intake screens annually or needed.**
- C8. Make out inspection and data forms and report pertinent items to supervisor's attention.**
- C9. Use computer to log data and create new forms for record keeping.**

10% Objective D: Tool utilization and skills application

- D1. Apply knowledge and skills to select proper tools for efficient use. Selects power tools necessary for efficient job performance.**
- D2. Possess skills necessary to perform proper arrangement for heating and cooling system devices. Perform design and layout for piping systems.**
- D3. Perform necessary paperwork to accurately reflect tasks completed and parts used in the completion of assigned work orders.**
- D4. Possesses knowledge and skills necessary to identify repair requirements, make repairs as needed and perform preventative maintenance. Use personal initiative without constant supervision**

G. List of Marginal Job Functions:

H. Responsible for Money, University funds, or accounts which hold financial information?

Yes or No

Yes

I. Ergonomic Requirements:

(i.e.: excessive mobility to make deliveries on campus, climbing ladders, extensive computer use)

Must be able to climb ladders, scaffolding and rooftop access stairs. Required to carry tools and parts often weighing 50 pounds or more. Uses ropes and pulleys to hoist tools and parts to installation elevations. Service work involves crawling on, under and inside of air handling ducts which are often dirty and dusty. Drivers license is required for vehicle operation to obtain and move parts and equipment to installation locations on and around campus buildings. Worker must be able to utilize hand tools, power tools and equipment while maintaining a safe environment for himself and others in the area. Proper and safe tool utilization requires dexterity and mobility of hands and arms. Must be able to wear a Hepa mask while working with asbestos.

J. Qualifications:

Required: General education and work experience in Maintenance field.
Knowledge of heating, ventilating and air conditioning.

Must be 18yrs old

Must have graduated high school or equivalency.

Preferences: Working knowledge of HVAC and industrial pneumatic systems.
Familiar with HVAC and Building codes. Technical degree or apprenticeship in
craftworker trade.

K. Equipment to be used on the job:

(By each piece of equipment, put an "F" for frequent use, an "O" for occasional use, or an
"R" for rare use.)

1. Tools: (power or manual tools)

**F - Wrenches, Sockets, Pliers, Hammers, Drills, Ladders, Propane torch, Tape
measure**

**O - Sewer Drain cleaner, Sawzall, Power saw, Oxygen/acet torch, Soldering iron,
Bench grinder**

R - Micrometers

2. Large Machinery: (includes vehicles)

F - Operate vehicles

O - Portable generator, Drill press, Port air comp

R - Pressure washer, Lathe, Electric welder, Building scaffold, Large sewer machine

3. Electrical Equipment: (i.e.: floor buffer, includes office equipment)

O - Pipe Threading machine, Lathe, Drill press, Power shear

4. Chemicals: (includes cleaning supplies, lab chemicals, hazardous waste)

**R - Diatomaceous Earth, PH Plus, Sodium Bicarbonate, Muriatic acid, Sodium
Hypochlorite, Drain cleaner**

L. Additional Information:

M. Organizational Chart - must be attached