

Skilled Crafts (K) Family

Jobs in this family do not require a bachelor’s degree and are non-exempt from the Fair Labor Standards Act (FLSA). All positions except those noted with an asterisk (*) are represented by the United Electrical, Radio and Machine Workers of America, Local 267.

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Facilities Trades Series

Positions in the Facilities Trades Series provide the full range of general to highly skilled maintenance, repair, restoration, installation, and inspection functions involving multiple construction/mechanical trades areas (both licensed and unlicensed) in support of University facility operations, maintenance programs, and services.

Examples of work include: set up, prepare, and clean work areas; install, assemble, and maintain controls; replace deficient equipment, hardware, or materials; construct furnishings or framing; operate ice surfacing equipment; perform preventative maintenance on valves and steam traps; repair locks and hardware; operate, maintain, and repair high-pressure steam boilers; balance and repair HVAC systems; inspect buildings for asbestos- and lead-containing materials; and construct containment areas.

Alternate Career Progression

Facilities Repairperson

This job standard may be part of one or more career progressions within the Facilities Trades Series.

Job Family	Skilled Craft
Series	Facilities Trade
Job Code	5193
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform general functions to maintain buildings and components in support of designated University facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general functions to maintain buildings and components in support of designated University facilities; use judgment in prioritizing work and in applying work methods; perform area inspections, provide recommendations, establish cost, and implement repairs and maintenance programs within the context of established guidelines.

Perform routine and general repairs, grounds, and construction activities; examples may include carpentry, plastering, painting, plumbing, and minor electrical; may patch roofs, perform tile repairs, install subfloors, or perform concrete work.

Coordinate repairs and maintenance with custodial and trades employees and building occupants to ensure consistency of operations and compliance with internal and external requirements; may operate and repair specialized heavy equipment.

Maintain and monitor related documentation and records; prepare materials/equipment lists, work order requests and purchase orders; use desktop applications.

Participate in area safety training.

May operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and three years' related or specific experience required. Specialized certification or ability to obtain within six months may be required. Lifting up to 50 lbs. occasionally may be required. Specific physical requirements may apply based on job functions. Valid driver's license or ability to obtain and driver's check may be required. May be required to wear Personal Protective Equipment (PPE) while performing specific job tasks.

Facilities Trades Supervisor

This title is the supervisory level for the Hazardous Materials, Operating Engineer and Facilities Trades Engineer career progressions within the Facilities Trades Series.

Job Family	Skilled Craft
Series	Facilities Trades

Job Code	5511
FLSA	Non-Exempt
Union Status	

Job Overview

Provide oversight of operations and personnel and perform highly skilled activities in support of University facility trade operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide oversight of and perform highly skilled maintenance and repairs of equipment and systems in support of University facility maintenance operations; use judgment in prioritizing workflow and in applying processes within established guidelines; evaluate daily operations and systems, provide recommendations and facilitate implementation of training and solutions to maximize quality assurance, efficiency, and energy conservation and to ensure a safe working environment.

Perform specialized management functions; coordinate, conduct and monitor services, inspections, and surveys; plan and implement programs; use internal and external resources to facilitate cost effectiveness and safety; develop schedules and prepare cost estimates and specifications using thorough knowledge and understanding of internal and external policies and procedures; may perform on-site emergency response.

Provide oversight of maintenance activities; monitor expenditures and provide budget recommendations; oversee and develop schedules; maintain inventory and supplies; prepare reports and documentation; use desktop applications.

Liaison with internal and external constituents; respond to and address inquiries; interpret and communicate multiple, complex regulatory restrictions, revised specifications, legal updates and requirements, and certification/licensing requirements; participate in presentations and litigation pertaining to activities. Evaluate and determine resolution in collaboration with internal constituents based on a comprehensive knowledge and understanding of University and regulatory guidelines.

Operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in specific field, five to six years' experience in trade, specialized certification or ability to obtain within 60 days in the State of Vermont may be required. Valid driver's license or ability to obtain, and driver's check required. Lifting of up to 50 lbs. and push/pull 80-100 lbs occasionally. Specific physical requirements and ability use specific apparatus may apply based on job functions; may include passing of physical examinations and restriction of tobacco use.

Facilities Unit Supervisor

This job standard may be part of one or more career progressions within the Facilities Trades Series.

Job Family	Skilled Crafts
Series	Facilities Trades
Job Code	5353
FLSA	Non-Exempt
Union Status	

Job Overview

Provide daily oversight and coordination of designated building maintenance functions in support of University facilities.

Typical Functions

Provide daily oversight and coordination of designated maintenance functions in support of University facilities; use judgment in prioritizing workflow and in applying methods; establish service/work specifications and standards, evaluate and monitor service quality,

develop and ensure completion of scheduled activities and projects, and perform functions to ensure maximum effectiveness of services.

Oversee, coordinate, monitor, and perform technical repairs and preventative maintenance on equipment, grounds and buildings, based on a thorough knowledge and understanding of policies and procedures; may provide emergency maintenance services and operate heavy equipment.

Maintain records and prepare related reports; monitor inventory and may administer budgets; use desktop applications.

Participate in and provide area safety training.

May operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High School diploma and four years' trades and supervisory experience required. Specialized certification or ability to obtain within 6 to 12 months required. Valid driver's license or ability to obtain and driver's check may be required. Lifting up to 50 - 80 lbs. required. Specific physical requirements may apply based on job functions.

Service Technician

This job standard may be part of one or more career progressions within the Facilities Trades Series.

Job Family	Skilled Craft
Series	Facilities Trade
Job Group	5333

FLSA	Non-Exempt
Union Status	UE

Job Overview

To provide fabrication, inspection, repair and installation of equipment and/or structural units as first response to emergencies.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Receive cross-training in service crafts including carpentry, electrical, refrigeration/air-conditioning, heating/ventilation, plumbing, pneumatic controls and locksmithing.

Upon completion of cross-training, provide first response to emergency calls in service crafts: Make assessment and repairs.

Carpentry - Repair, construct, erect and install structures and fixtures of wood, plywood and wallboard.

Electrical - May install, repair and service electrical equipment.

Refrigeration/Air Conditioning - May install, service and repair commercial refrigeration air-conditioning units.

Heating/Ventilation - May install, adjust, maintain and repair mechanical heating, ventilating and cooling systems.

Plumbing - May install, repair and service plumbing fixtures/piping.

Pneumatic Control - May install, repair, test and adjust pneumatic control devices and motors.

Locksmith - May repair, dismantle, adjust and open locks.

Welding- Repair and service steam piping systems and manholes. Perform repairs, preventative maintenance and emergency service on low pressure steam systems, PRV stations and steam traps.

Operate University vehicle on/off campus.

Perform other related duties as assigned.

Minimum Qualifications

Education and experience equivalent to:

High School education and three years of specific experience in a trade required. Specialized license or certification or ability to obtain may be required. Basic computer skills required. Valid driver's license or ability to obtain, and driver's check required. Lifting up to 50 lbs. occasionally. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Zone Supervisor

This title is part of a career progression within the Facilities Trades Series consisting of Utilities Trades Assistant, Utilities Tradesperson Journey, Utilities Tradesperson Master, Utilities Tradesperson Specialist, and Utilities Trades Supervisor.

Job Family	Skilled Crafts
Series	Facilities Trades
Job Code	5283
FLSA	Non-Exempt
Union Status	

Job Overview

Provide technical oversight and perform high-level skilled activities in multiple trade areas in support of University facility maintenance programs and services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide technical oversight and perform high-level skilled activities in multiple trade areas in support of University facility maintenance programs and services; use judgment in prioritizing workflow, applying methods and operational processes, and resolving

problems; assist in and develop strategies to monitor and implement preventative maintenance programs and facilitate timely response and completion of projects; ensure compliance with complex internal and external policies, procedures, and regulations.

Coordinate, conduct, and monitor services and inspections; develop schedules, prepare cost estimates and specifications, and facilitate repairs and maintenance; perform highly skilled repairs/renovations; oversee contracted trades personnel, evaluate, and provide technical training and assistance; design and develop plans for small projects; use internal and external resources to maximize cost-effectiveness and safety; prepare technical reports and documentation; use desktop applications.

Serve as liaison with internal and external constituents and provide technical assistance and expertise to all trades staff based on proficiency in two or more licensed trades areas; respond to and address inquiries; interpret and communicate multiple, complex regulatory standards and restrictions; provide leadership and identify priority work orders for services; oversee specific activities or large, complex projects in multiple trades areas based on a thorough knowledge and understanding of internal and external policies and procedures. Mentor and support professional development of staff.

Monitor expenditures and provide budget recommendations; procure and maintain equipment, vehicles, inventory, and supplies.

May initiate and obtain required permits for projects.

Participate in and may provide area safety training.

Operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High School diploma and a Master license or Associates degree in a related field; and six years' experience in two or more skilled trades, to include supervisory experience required. Type S license and specialized certification or ability to obtain within six months may be required. Valid driver's license or ability to obtain and driver's check required. Lifting up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions.

Building Trades

Career Progression

Nature of Work

ASSISTANT	TRADE PERSON	TRADE PERSON SENIOR	SPECIALIST	SUPERVISOR
Perform routine-level skilled trades activities specific to designated area with close instruction and guidance from one or more higher level skilled tradesperson in support of University building trades	Perform general-level skilled trades activities specific to designated area in support of University building trades	Perform general to high-level skilled trades activities specific to designated area in support of University building trades	Perform high-level and specialized skilled activities in multiple trades areas in support of University building trades	Provide technical oversight and perform high-level skilled activities in multiple trade areas in support of University building trades
Follow detailed and established guidelines	Use judgment in applying work methods within established guidelines, specifications and codes	Use judgment in prioritizing work activities and in applying work methods within established guidelines, specifications, and codes	Use judgment in prioritizing work activities and in applying work methods within established guidelines, specifications, and codes	Use judgment in prioritizing workflow, applying methods, operational processes, and problem resolution

Expertise

ASSISTANT	TRADE PERSON	TRADE PERSON SENIOR	SPECIALIST	SUPERVISOR
Develop trade skills through	Complete specific	Complete specific	Complete specific activities or	Oversee specific activities or large,

University work experience and on-the-job training	activities or projects and may receive cross training in multiple trades areas	activities or projects in multiple trades areas	projects in multiple trades areas	complex projects in multiple trades areas
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Gradually achieve independence and higher-level skills	Use familiarity with University and external procedures and regulations	Use proficiency in one or more skilled trades and general knowledge of University and external procedures and regulations	Use proficiency in two or more skilled trades and a comprehensive knowledge of University and external procedures and regulations	Use proficiency in two or more skilled trades and a thorough knowledge and understanding of internal and external policies and procedures
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Use desktop applications	Perform repairs, preventative maintenance, replace deficient materials and may provide emergency services	Perform repairs, troubleshoot problems, coordinate and perform preventative maintenance and may provide emergency services	Troubleshoot, diagnose and perform complex restorations or highly skilled repairs/replacement and monitor preventative maintenance programs	Design and develop plans for small projects; perform highly skilled repairs/renovations; oversee contracted trades personnel; facilitate repairs and maintenance
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May operate University vehicle on/off campus	Use desktop applications	Use desktop applications	Use desktop applications	Use desktop applications
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Interaction

ASSISTANT	TRADE PERSON	TRADE PERSON SENIOR	SPECIALIST	SUPERVISOR
Receive instruction and guidance from one or more	May provide instruction and guidance to less	Provide instruction, guidance and technical	Provide instruction and guidance to internal and	Serve as liaison with internal and external constituents,

higher-level skilled tradesperson	skilled trades staff	assistance to less skilled trades staff	external constituents and provide technical assistance to all trades staff	evaluate and provide technical training and assistance to all trades staff
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Participate in area safety training	Respond to work orders for repairs or related services	Assist in identifying priority work orders for repairs or related services	Provide leadership and identify priority work orders for repairs or related services	Respond to and address inquiries; interpret and communicate multiple, complex regulatory standards and restrictions
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Supervision

ASSISTANT	TRADE PERSON	TRADE PERSON SENIOR	SPECIALIST	SUPERVISOR
N/A	N/A	N/A	May provide functional supervision to designated employees and/or affiliates	Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates

Conditions

ASSISTANT	TRADE PERSON	TRADE PERSON SENIOR	SPECIALIST	SUPERVISOR
Lifting of up to 50 lbs. occasionally				

Specific physical requirements may apply based on job functions	Specific physical requirements may apply based on job functions; Alcohol and drug testing may be required	Specific physical requirements may apply based on job functions; Alcohol and drug testing may be required	Specific physical requirements may apply based on job functions; Alcohol and drug testing may be required	Specific physical requirements may apply based on job functions; Alcohol and drug testing may be required
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Minimum Qualifications

ASSISTANT	TRADE PERSON	TRADE PERSON SENIOR	SPECIALIST	SUPERVISOR
High school diploma and one year of related experience required	High school diploma and two to three years' related or specific experience required	High school diploma and four to five years' related or specific experience required	High school diploma and six years' specific experience required	High school diploma and six years' specific experience in two or more skilled trades required
Valid driver's license or ability to obtain and driver's check may be required	Valid driver's license or ability to obtain and driver's check may be required	Valid driver's license or ability to obtain and driver's check may be required	Valid driver's license or ability to obtain and driver's check may be required	Valid driver's license or ability to obtain and driver's check may be required; Specialized certification or ability to obtain within six months may be required

Building Trades Assistant

This title is part of a career progression within the Facilities Trades Series consisting of Building Trades Assistant, Building Tradesperson, Building Tradesperson Senior, Building Tradesperson Specialist, and Building Tradesperson Supervisor.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5013
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform routine-level skilled trades activities specific to designated area with close instruction and guidance from one or more higher-level skilled tradesperson in support of University building trades.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform routine-level skilled trades activities specific to designated area with close instruction and guidance from one or more higher-level skilled tradesperson in support of University building trades following detailed and established guidelines.

Perform duties associated with skilled trade; develop skills through University work experience and on-the-job training; assist in selection of tools, equipment, and materials; set up, prepare, and clean work area and materials; use desktop applications.

Assist in completion of specific activities or projects, gradually achieving independence and higher level skills.

Participate in area safety training.

May operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and one year of related experience required. Valid driver's license or ability to obtain and driver's check may be required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions.

Building Tradesperson

This title is part of a career progression within the Facilities Trades Series consisting of Building Trades Assistant, Building Tradesperson, Building Tradesperson Senior, Building Tradesperson Specialist, and Building Tradesperson Supervisor.

Job Family	Skilled Craft
Series	Facilities Trade
Job Code	5023
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform general-level skilled trades activities specific to designated area in support of University building trades.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general-level skilled trades activities specific to designated area in support of University building trades; use judgment in applying work methods within established guidelines, specifications, and codes; make recommendations to improve processes.

Perform duties associated with skilled trade; select tools, equipment and materials; set up, prepare, and clean work area and materials; perform preventative maintenance and repairs, replace deficient materials, and may provide emergency services; use desktop applications.

May provide instruction and guidance to less skilled trades staff and may receive cross-training in multiple trade areas; respond to work orders for repairs or related services and

complete specific activities or projects based on familiarity with University and external procedures and regulations.

Participate in area safety training.

May operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and two to three years' related experience required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions. Valid driver's license or ability to obtain and driver's check may be required.

Building Tradesperson Senior

This title is part of a career progression within the Facilities Trades Series consisting of Building Trades Assistant, Building Tradesperson, Building Tradesperson Senior, Building Tradesperson Specialist, and Building Tradesperson Supervisor.

Job Family	Skilled Craft
Series	Facilities trades
Job Code	5033
FLSA	Non-Exempt
United Status	UE

Job Overview

Perform general to high-level skilled trades activities specific to designated area in support of University building trades.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general to high-level skilled trades activities specific to designated area in support of University building trades; use judgment in prioritizing work activities and in applying

work methods within established guidelines, specifications, and codes; make recommendations to improve processes, increase cost effectiveness, and enhance service efficiency.

Perform duties associated with skilled trade; select tools, equipment, and materials; oversee and/or set up, prepare, and clean work area and materials; troubleshoot problems, coordinate and perform preventative maintenance and repairs, replace deficient materials, and may provide emergency services; inspect and evaluate results to ensure consistency and quality of finished product; use desktop applications.

Provide instruction, guidance and technical assistance to less skilled trades staff based on cross-training and proficiency in one or more trade areas; provide leadership and assist in identifying priority work orders for repairs or related services; complete specific activities or projects in multiple trade areas based on a general knowledge of University and external procedures and regulations.

Participate in area safety training.

May operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and four to five years' related or specific experience required. Valid driver's license or ability to obtain, and driver's check may be required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions.

Building Tradesperson Specialist

This title is part of a career progression within the Facilities Trades Series consisting of Building Trades Assistant, Building Tradesperson, Building Tradesperson Senior, Building Tradesperson Specialist, and Building Tradesperson Supervisor.

Job Family	Skilled Crafts
Series	Facilities Trades

Job Code	5043
Union Status	UE

Job Overview

Perform high-level and specialized skilled activities in multiple trades areas specific to designated area in support of University building trades.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform high level and specialized skilled activities in multiple trades areas specific to designated area in support of University building trades; use judgment in prioritizing work activities and in applying work methods within established guidelines, specifications, and codes; make recommendations to improve processes, increase cost effectiveness and enhance service efficiency.

Perform duties associated with specialized trade; select tools, equipment, and materials; oversee and/or set up, prepare, and clean work area and materials; troubleshoot, diagnose, and perform complex restorations or highly skilled repairs/replacement of deficient equipment, materials or hardware; monitor functions related to preventative maintenance programs; oversee or install, assemble/construct or maintain controls, systems or furnishings; inspect and evaluate results to ensure consistency and quality of finished product; use desktop applications.

Provide instruction and guidance to internal and external constituents and provide technical assistance to all trades staff based on a proficiency in two or more trades areas; provide leadership in identifying priority work orders for repairs or related services; complete specific activities or projects in multiple trade areas based on a comprehensive knowledge of University and external procedures and regulations; maintain safety and security on equipment and tools.

Provide back up support to supervisor.

Participate in area safety training.

May operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and six years specific experience in two or more skilled trades required. Valid driver's license or ability to obtain and driver's check may be required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions.

Building Trades Supervisor

This title is part of a career progression within the Facilities Trades Series consisting of Building Trades Assistant, Building Tradesperson, Building Tradesperson Senior, Building Tradesperson Specialist, and Building Trades Supervisor.

Job Family	Skilled Crafts
Series	Facilities Trades
Job Code	5052, 5053
Union Status	

Job Overview

Provide technical oversight and perform high-level skilled activities in multiple trade areas in support of University building trades.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide technical oversight and perform high-level skilled activities in multiple trade areas in support of University facility maintenance programs and services; use judgment in prioritizing workflow and in applying methods, operational processes, and problem resolution; assist in and develop strategies to monitor and implement preventative

maintenance programs; facilitate timely response and completion of projects; ensure compliance with complex internal and external policies, procedures, and regulations.

Coordinate, conduct, and monitor services and inspections; develop schedules, prepare cost estimates and specifications, and facilitate repairs and maintenance; perform highly skilled repairs/renovations; oversee contracted trades personnel and evaluate and provide technical training and assistance; design and develop plans for small projects; use internal and external resources to maximize cost-effectiveness and safety.

Serve as liaison with internal and external constituents and provide technical assistance and expertise to all trades staff based on proficiency in two or more skilled trades areas; respond to and address inquiries; interpret and communicate multiple, complex regulatory standards and restrictions; provide leadership and identify priority work orders for services; oversee specific activities or large, complex projects in multiple trades areas based on a thorough knowledge and understanding of internal and external policies and procedures; prepare technical reports and documentation; use desktop applications.

Monitor expenditures and provide budget recommendations; procure and maintain equipment, vehicles, inventory, and supplies.

Participate in and may provide area safety training.

May operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and six to eight years' specific experience in two or more skilled trades required. Specialized certification or ability to obtain within six months may be required. Valid driver's license or ability to obtain and driver's check may be required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions.

Facilities Trades

Facilities Trades Career Progression

Nature of Work

TECHNICIAN

ENGINEER

Perform skilled installation, maintenance and repair of building heating, ventilation and air conditioning systems and controls and refrigeration equipment in support of University building systems

Use established guidelines and procedures

n/a

n/a

Perform a variety of highly technical facility system diagnostics.

Plan, conduct or oversee mechanical repairs and maintenance with outside contractors or in-house staff

Provide general oversight of building systems

Use judgment in problem solving and in applying technical and mechanical techniques and solutions

Expertise

TECHNICIAN

Assist higher skilled tradesperson and perform limited inspections, adjustments, installations, replacements, repairs and preventative equipment and systems

Use standard tools and equipment

Maintain area inventory

Use desktop applications

Use familiarity with University guidelines and regulatory requirements

May operate University vehicle on/off campus

ENGINEER

Review building plans and specifications for facility systems and make related recommendations to design engineers utilizing comprehensive knowledge of building controls management systems.

Access information using desktop applications.

Use general knowledge and understanding of University guidelines and regulatory requirements

Operate University vehicle on/off campus

n/a

n/a

Interaction

TECHNICIAN

Respond to work orders from higher level trades person

Participate in area safety training

ENGINEER

May provide instruction and guidance to less skilled tradesperson

Participate in area safety training

Supervision

TECHNICIAN

N/A

ENGINEER

May provide functional supervision to designated employees and/or affiliates

Conditions

TECHNICIAN

Lifting up to 50 lbs. occasionally.

Specific physical requirements may apply based on job functions

ENGINEER

Lifting up to 50 lbs. occasionally.

Specific physical requirements may apply based on job functions

Minimum Qualifications

TECHNICIAN

High school diploma and three years related experience required

Type S C3 License and Natural Gas Installer Certification required

Refrigerant Recover Certification required

Basic computer skills required

Vocational coursework and/or specialized certification or ability to obtain within six months may be required

Valid driver's license or ability to obtain and driver's check may be required

ENGINEER

High school diploma, trade-specific training in operation, maintenance and repair of mechanical equipment and controls and three years experience required

Ability to read and interpret engineering plans and specifications

Proficiency with computer programming/operation of building controls automation systems

Valid driver's license or ability to obtain and driver's check may be required

n/a

n/a

Facilities Trades Technician

This title is part of a career progression within the Facilities Trades Series consisting of Facilities Trades Technician and Facilities Trades Engineer.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5003
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform skilled installation, maintenance and repair of building heating, ventilation and air conditioning systems and controls and refrigeration equipment in support of University building systems services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform skilled installation, maintenance and repair of building heating, ventilation and air conditioning systems and controls according to blue prints and engineering specifications using knowledge of refrigeration, plumbing, electrical and structural layout.

Repair and replace components including: motors, controls, switches, gauges, wiring harnesses, valves, pumps, compressors, condensers, and pipes using screwing, bolting, riveting, welding and brazing techniques.

Observe and make adjustments to systems using electronic, electrical and pneumatic controls through DDC system; balances HVAC air and water systems using knowledge of system requirements.

Operate, maintain, and repair lab fume hoods and other specialized room air conditioning systems equipment.

Maintain and repair all types of laboratory refrigeration equipment. Communicate with customers.

Input/retrieve repair/maintenance system data.

Operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High School diploma, Type S C3 License and Natural Gas Installer Certification or ability to acquire within six months and three years' experience in HVAC equipment and controls installation, maintenance and repair required. Refrigerant Recovery Certification required. Computer skills required. Valid driver's license or ability to obtain and driver's check required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Facilities Trades Engineer

This title is part of a career progression within the Facilities Trades Series consisting of Facilities Trades Technician and Facilities Trades Engineer.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5363
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform a variety of highly technical facility system programming, associated mechanical repairs and maintenance. Troubleshoots controls related problems. Supervise outside contractor projects as it relates to expertise. Provides general oversight of building systems on campus in regard to their operation, expansion, maintenance and repair.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Performs highly technical facility system programming functions. May devise and implement new and/or revised equipment controls strategies to better match building functions.

Provides general oversight of the existing campus systems. Plan and implement programs for the verification and testing of the operation of systems on campus. May recalibrates electronic sensors and actuators, electronic transmitters, etc. Reprogram tsystems to better serve the needs of building occupants while making every effort to conserve energy.

Review renovation and new building plans and specifications with regard to facility systems, and makes recommendations to design engineers. Update drawings and sequences of operation to reflect any changes. Keeps accurate records.

Contribute in the commissioning for new systems in renovations of existing buildings and new buildings. Participates in the determination of the requirements to be met in each individual project. Ensure new system can meet or exceed requirements.

Provide training to various staff where duties and responsibilities overlap with building systems on campus. Provide training and assistance to monitoring system operators, coordinate the revision/verification of various system alarm limits and messages. Communicate system problems an/or verifications to operators to enhance performance.

Operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High School Diploma, trade-specific training in operation, maintenance and repair of mechanical equipment and controls; three years' experience to include project coordination and ability to read and interpret engineering plans and specifications required. Proficiency with computer programming/operation of building controls automation systems required. Valid driver's license, and driver's check required. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Hazardous Materials

Hazardous Materials Career Progression

Nature of Work

WORKER

Perform abatement, remediation, decontamination and emergency response

SPECIALIST

Perform abatement, remediation, decontamination and emergency response

SPECIALIST SENIOR

Provide assistance with oversight of daily operations and design of projects and perform

functions in support of University hazardous materials programs

functions in support of University hazardous materials programs

abatement, remediation, decontamination, and emergency response functions in support of University hazardous materials programs

Follow established guidelines

Use judgment in prioritizing work tasks and in applying work method

Use judgment in coordinating area workflow, prioritizing work tasks and applying work methods.

Expertise

WORKER

SPECIALIST

SPECIALIST SENIOR

Assist in or perform repair, encapsulation, removal and disposal of hazardous materials

Perform repair, encapsulation, removal and disposal of hazardous material

Delegate work assignments and perform removal, and disposal of hazardous materials

Perform environmental hazard maintenance activities

Perform and monitor environmental hazard maintenance activities

Perform and monitor environmental hazard maintenance activities

Perform reinstallation procedures

Perform air monitoring and final air/visual clearance

Perform air monitoring and final air/visual clearance

Assist in construction of containment areas using hand and power tools.

Inspect buildings for asbestos and lead containing materials; collect bulk samples.

Inspect buildings for asbestos and lead containing materials; collect bulk samples.

Use general knowledge and understanding of internal and external policies and procedures

Maintain daily site activity documentation

Maintain daily site activity documentation.

Use desktop applications

Use comprehensive knowledge and understanding of internal and external policies and procedures

Evaluate work for quality and conformity to policy and procedure.

Operate University vehicle on/off campus.

Use desktop applications

Use comprehensive knowledge and understanding of internal

and external policies and procedures

n/a

Operate University vehicle on/off campus

Use desktop applications

n/a

n/a

Operate University vehicle on/off campus

Interaction

WORKER

SPECIALIST

SPECIALIST SENIOR

Assist in or perform on-site emergency response.

Perform on-site emergency response

Perform on-site emergency response

Participate in area safety training

Monitor activities performed by internal and contracted workers

Monitor activities performed by internal and contracted workers

n/a

Participate in area safety training

Participate in area safety training

Supervision

WORKER

SPECIALIST

SPECIALIST SENIOR

N/A

N/A

May provide functional supervision to designated employees and/or affiliates

Conditions

WORKER

SPECIALIST

SPECIALIST SENIOR

Lifting of up to 50 lbs. occasionally

Lifting of up to 50 lbs. occasionally

Lifting of up to 50 lbs. occasionally

Specific physical requirements may apply based on job functions

Specific physical requirements may apply based on job functions

Specific physical requirements may apply based on job functions

Must use breathing apparatus

Must use breathing apparatus

Must use breathing apparatus

Minimum Qualifications

WORKER

SPECIALIST

SPECIALIST SENIOR

High school diploma, one year's experience and specialized certification or ability to obtain within six months required

High school diploma, four years' experience and specialized certification or ability to obtain within six months required

High school diploma, five years' experience to include lead or supervisory responsibilities and specialized certification or ability to obtain within six months required

Valid driver's license or ability to obtain and driver's check required

Valid driver's license or ability to obtain and driver's check required

Valid driver's license or ability to obtain and driver's check required

Ability to pass physical examination. Tobacco users will not be considered

Ability to pass physical examination. Tobacco users will not be considered

Ability to pass physical examination. Tobacco users will not be considered

Hazardous Materials Worker

This title is part of a career progression within the Facilities Trades Series consisting of Hazardous Materials Worker, Hazardous Materials Specialist, Hazardous Materials Specialist Senior, and Facilities Trades Supervisor.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5083
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform abatement, remediation, decontamination, and emergency response functions in support of University hazardous materials programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform abatement, remediation, decontamination, and emergency response functions in support of University hazardous materials programs following established specifications and regulatory requirements.

Assist in or perform repair, encapsulation, removal, and disposal of hazardous materials; contain, decontaminate, and/or dispose of asbestos, lead, mold, and other known hazards using a general knowledge and understanding of internal and external policies and procedures; assist in or perform on-site emergency response.

Perform environmental hazard maintenance activities; participate in lock-down and spray-back operations; clean and seal off work areas; wet wipe, mop, remove debris and vacuum work spaces; decontaminate air unit, protective clothing, tools, and other equipment; remove filters and bags; perform reinstallation procedures; assist in construction of containment areas using hand and power tools; use desktop applications.

Participate in established worker protection program; maintain knowledge of equipment, procedures, limitations, and maintenance of air supply respiratory protection system; attend training for certification and re-certification.

Operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, one year's experience and specialized certification or ability to obtain within six months required. Valid driver's license or ability to obtain, and driver's check required. Lifting up to 50 lbs. occasionally. Ability to pass physical examination. Tobacco users will not be considered. Must use breathing apparatus. Specific physical requirements may apply based on job functions.

Hazardous Materials Specialist

This title is part of a career progression within the Facilities Trades Series consisting of Hazardous Materials Worker, Hazardous Materials Specialist, Hazardous Materials Specialist Senior, and Facilities Trades Supervisor.

Job Family	Skilled Craft
Series	Facilities Trades

Job Code	5093
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform abatement, remediation, decontamination and emergency response functions in support of University hazardous materials programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform abatement, remediation, decontamination, and emergency response functions in support of University hazardous materials programs following established specifications and regulatory requirements; use judgment in prioritizing work tasks and in applying work methods.

Perform repair, encapsulation, removal, and disposal of hazardous materials; contain, decontaminate, and/or dispose of asbestos, lead, mold, and other known hazards; oversee and monitor activities performed by internal and contracted workers; perform air monitoring and final air/visual clearance ensuring compliance with regulatory requirements using comprehensive knowledge and understanding of internal and external policies and procedures; perform on-site emergency response.

Perform and monitor environmental hazard maintenance activities; participate in lock-down and spray-back operations; use expertise to determine asbestos fiber containment; ensure asbestos-contained water is disposed of in compliance with regulatory requirements; inspect buildings for asbestos and lead containing materials; collect bulk samples.

Maintain daily site activity documentation; review on-site documentation to verify certification and medical monitoring; use desktop applications.

Participate in established worker protection program; maintain knowledge of equipment, procedures, limitations, and maintenance of air supply respiratory protection system; attend training for certification and re-certification.

Operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, four years' experience and specialized certification or ability to obtain within six months required. Valid driver's license or ability to obtain, and driver's check required. Lifting up to 50 lbs. occasionally. Ability to pass physical examination required. Tobacco users will not be considered. Must use breathing apparatus. Specific physical requirements may apply based on job functions.

Hazardous Materials Specialist Senior

This title is part of a career progression within the Facilities Trades Series consisting of Hazardous Materials Worker, Hazardous Materials Specialist, Hazardous Materials Specialist Senior, and Facilities Trades Supervisor.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5293
FLSA	Non-Exempt
Union Status	UE

Job Overview

Provide assistance with oversight of daily operations and design of projects and perform abatement, remediation, decontamination and emergency response functions in support of University hazardous materials programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide assistance with oversight of daily operations and design of projects and perform abatement, remediation, decontamination, and emergency response functions in support of University hazardous materials programs following established specifications and

regulatory requirements; use judgment in coordinating area workflow, prioritizing work tasks and applying work methods.

Delegate work assignments and perform repair, encapsulation, removal, and disposal of hazardous materials; contain, decontaminate, and/or dispose of asbestos, lead, mold, and other known hazards; coordinate, oversee and monitor activities performed by internal and contracted workers; perform air monitoring and final air/visual clearance ensuring compliance with regulatory requirements using comprehensive knowledge and understanding of internal and external policies and procedures; perform on-site emergency response.

Perform and monitor environmental hazard maintenance activities; participate in lock-down and spray-back operations; use expertise to determine asbestos fiber containment; ensure asbestos-contained water is disposed of in compliance with regulatory requirements; inspect buildings for asbestos and lead containing materials; collect bulk samples.

Maintain daily site activity documentation; review on-site documentation to verify certification and medical monitoring; evaluate work for quality and conformity to policy and procedure; use desktop applications.

Participate in established worker protection program; maintain knowledge of equipment, procedures, limitations, and maintenance of air supply respiratory protection system; attend training for certification.

Operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, and five years' experience to include lead or supervisory responsibilities, specialized certifications or ability to obtain within six months, valid driver's license or ability to obtain and driver's check required. Lifting up to 50 lbs. occasionally. Ability to pass physical examination. Tobacco users will not be considered. Must use breathing apparatus. Specific physical requirements may apply based on job functions.

Operating Engineer

Operating Engineer Career Progression

Nature of Work

ASSISTANT

Perform skilled maintenance, repairs and operation of equipment and systems in support of University central heating operations

Use judgment in applying processes within established guidelines

ENGINEER

Perform skilled maintenance, repairs and operation of equipment and systems in support of University central heating operations

Use judgment in applying processes within established guidelines

SENIOR

Perform highly skilled maintenance and repairs of equipment and systems in support of University central heating operations

Use judgment in prioritizing workflow and applying processes within established guidelines

Expertise

ASSISTANT

Perform skilled preventative maintenance and emergency repairs on high-pressure steam and heating plant control systems and heating plant auxiliary equipment.

Perform equipment inspections and adjustments

Maintain daily operations log

ENGINEER

Perform skilled preventative maintenance and emergency repairs on high-pressure steam and heating plant control systems and heating plant auxiliary equipment.

Perform equipment inspections and adjustments

Maintain daily operations log

SENIOR

Perform highly skilled preventative maintenance, repairs and emergency service on HVAC systems

Perform equipment inspections and highly skilled adjustments. Inspect, balance, adjust and redesign fume hood exhaust systems and resolve problems. Higher points in complexity of equipment

Maintain daily operations log and maintain and monitor critical documentation and records related to equipment

inspections and adjustments

Use desktop applications

Use desktop applications

Use desktop applications

Use general knowledge and understanding of University and regulatory guidelines

Use general knowledge and understanding of University and regulatory guidelines

Use comprehensive knowledge and understanding of University and regulatory guidelines

May operate University vehicle on/off campus.

May operate University vehicle on/off campus.

May operate University vehicle on/off campus

Interaction

ASSISTANT

ENGINEER

SENIOR

Respond to service call requests; dispatch personnel in response to critical and non-critical system alarms. Communicate with internal constituents

Respond to service call requests; dispatch personnel in response to critical and non-critical system alarms. Communicate with internal constituents

Respond to and coordinate critical and non-critical system alarms and emergency service call requests; evaluate and determine resolution in collaboration with internal constituents

Provide campus-wide Service Operations support backup

Provide campus-wide Service Operations support backup

Develop and implement on-call, emergency, Services Operations Support schedules

Participate in area safety training

Participate in area safety training

May provide campus-wide Service Operations Support backup

n/a

n/a

Participate in area safety training

Supervision

ASSISTANT

ENGINEER

SENIOR

n/a

May provide functional supervision to designated employees and/or affiliates

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates

Minimum Qualifications

ASSISTANT

High school diploma, vocational courses and one year specific experience required

Natural Gas Certification; Fuel Oil Burning Equipment Installer (Limited) Certification certification or ability to obtain within six months required

Mechanical aptitude and knowledge of use and care of hand tools

Basic computer knowledge

ENGINEER

High school diploma, vocational courses and three years' specific experience required

Natural Gas Certification; Fuel Oil Burning Equipment Installer (Limited) Certification certification or ability to obtain within six months required

Valid driver's license or ability to obtain and driver's check may be required

Basic computer knowledge

SENIOR

High school diploma, vocational building trades training and four years' specific experience required

Natural Gas Certification; Fuel Oil Burning Equipment Installer (Limited) Certification certification required

Valid driver's license or ability to obtain and driver's check may be required

Basic computer knowledge

Operating Engineer Assistant

This title is part of a career progression within the Facilities Trades Series consisting of Operating Engineer Assistant, Operating Engineer and Operating Engineer Senior.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5153
FLSA	Non-Exempt

Union Status	UE
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Job Overview

Perform non-skilled and semi-skilled repairs, preventative maintenance and general maintenance on equipment and systems in support of University central heating operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform non-skilled and semi-skilled mechanical repairs, preventative maintenance and general maintenance on equipment and systems in support of University central heating operations within established guidelines and procedures.

Record hourly readings, inspect equipment operation and maintain daily operations log. Test boiler water and chilled water system chemistry and administer chemicals; use desktop applications.

Assist higher skilled tradespersons in the operation of central heating plant; perform limited inspections, adjustments, installations, replacements, repairs, and preventative equipment and systems maintenance related to plumbing, heating, ventilating, electrical or air conditioning components, fixtures or systems using standard tools and equipment based on a familiarity with University guidelines and regulatory requirements.

Perform various equipment and facility cleaning and painting functions. May operate University vehicle.

Participate in area safety training.

Minimum Qualifications

Education and experience equivalent to:

High school diploma with related vocational courses or one year of specific experience including knowledge of boilers and pump operation required. Fuel Oil Burning Equipment Installer (Limited) Certificate and a Natural Gas Certification or ability to obtain within six months required. Mechanical aptitude and knowledge of the use and care of various hand tools required. Basic computer knowledge required. Valid driver's license or ability to obtain and driver's check may be required. Lifting of up to 50 lbs. Occasionally. Specific

physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Operating Engineer

This title is part of a career progression within the Facilities Trades Series consisting of Operating Engineer and Facilities Trades Supervisor.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5253
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform semi-skilled and skilled maintenance, repairs and operation of equipment and systems; monitor automated building control systems to assist with effective and efficient management of utility resources in support of University central heating operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform semi-skilled and skilled maintenance, repairs, and operation of equipment and systems and assist with effective and efficient management of utility resources in support of University central heating operations; use judgment in applying processes within established guidelines; provide safe and efficient skilled operation of high-pressure steam boilers and related equipment and operate chiller for central cooling;

Perform preventative maintenance and emergency repairs on all central plant heating and cooling machinery, to include tearing down boilers, punching tubes, packing valves, changing filters and greasing bearings.

Monitor building automation control systems; communicate with University personnel and address service call requests. Analyze information from systems technicians and

determine response needs; dispatch personnel in response to critical and non-critical system alarms. Input or retrieve data for repairs/maintenance performed.

Record hourly readings, perform equipment inspections and skilled adjustments as required. Test boiler water and chilled water system water chemistry and administers chemicals; use desktop applications. Perform various equipment and facility cleaning and painting functions.

Assist in and evaluate system problems and provide recommendations to maximize quality assurance, efficiency, and energy conservation.

Perform equipment inspections and adjustments; maintain heating plant readings; test, monitor and adjust high temperature, hot water system water chemistry and boiler water; maintain daily operations log and report problems; use desktop applications.

Communicate with internal constituents to verify building use and occupied/unoccupied schedules, and to update building automation system based on a general knowledge and understanding of University and regulatory guidelines.

Participate in area safety training. May operate University vehicle.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High School diploma, vocational courses and three years of experience in heating and/or cooling plant operations and maintenance to include chiller experience required.

Additional vocational training may be substituted for a portion of the required work experience. Fuel Oil Burning Equipment Installer (Limited) Certificate and a Natural Gas Certification or ability to obtain within six months required. Basic computer knowledge required. Valid driver's license or ability to obtain and driver's check may be required.

Lifting of up to 50 lbs. Occasionally. Specific physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Operating Engineer Senior

This title is part of a career progression within the Facilities Trades Series consisting of Operating Engineer Assistant, Operating Engineer and Operating Engineer Senior.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5133
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform highly skilled operation, repair and maintenance of equipment and systems; oversee and monitor automated building control systems, analyze system data and resolve issues and make adjustments; effectively and efficiently manage utility resources in support of University central heating operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform highly skilled maintenance, repairs, and operation of equipment and systems; oversee and monitor automated building control systems, analyze system data and make adjustments; to effectively and efficiently manage utility resources in support of University central heating operations; use comprehensive understanding of system interdependencies and operations to anticipate and manage system needs.

Perform safe and efficient highly skilled operation of central heating plant high-pressure steam boilers and related equipment; operate chillers for central cooling. Perform remote start-up of chillers. Order fuel oil for central heating plant.

Operate, monitor and provide continuous oversight of building automation control systems; evaluate system problems and provide recommendations to maximize quality assurance, efficiency, and energy conservation. Communicate with University personnel to address and resolve service call requests. Analyze information from systems technicians and determine response needs; dispatch personnel in response to critical and non-critical system alarms. Input or retrieve data for repairs/maintenance performed.

Perform highly skilled routine and emergency repairs on high-pressure steam and heating plant control systems. and heating plant auxiliary equipment. Perform routine maintenance, calibrations, repairs and overhaul equipment.

Perform equipment inspections and adjustments; maintain heating plant readings; test, monitor and adjust high temperature, hot water system water chemistry and boiler water; maintain daily operations log and report problems; use desktop applications.

Participate in area safety training. May operate University vehicle.

Provide functional supervision to Operating Engineers, Assistants and other designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, vocational building trades training and four years experience in heating and/or cooling plant operations and maintenance and building automation management systems experience required. Natural Gas Certification; Fuel Oil Burning Equipment Installer (Limited) Certification required. Effective verbal communication skills. Basic computer knowledge required. Valid driver's license or ability to obtain and driver's check may be required. Lifting of up to 50 lbs. Occasionally. Specific physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Utilities Trades

Utilities Trades Career Progression

Nature of Work

ASSISTANT	JOURNEY	MASTER	SPECIALIST
Perform apprentice-level skilled trade activities specific to designated area in support of	Perform general-level skilled licensed trades activities specific to designated area in	Perform general to high-level skilled licensed trades activities specific to designated area in	Perform high-level and specialized skilled activities in multiple licensed trades areas in

University facility maintenance programs and services	support of University facility maintenance programs and services	support of University facility maintenance programs and services	support of University facility maintenance programs and services
Follow detailed and established guidelines	Use judgment in applying work methods within established guidelines, specification, and codes	Use judgment in prioritizing work activities and in applying work methods within established guidelines, specifications, and codes; acquire permits as needed	Use judgment in prioritizing work activities and in applying work methods within established guidelines, specifications, and codes

Expertise

ASSISTANT	JOURNEY	MASTER	SPECIALIST
Develop trade skills through University work experience and on-the-job training	Complete specific activities or projects and may receive cross-training in multiple trades areas	Complete specific activities or projects in multiple trades areas	Complete specific activities or large, complex projects in multiple trades areas
Gradually achieve independence and higher level skills	Use familiarity with University and external procedures and regulations	Use proficiency in one or more licensed trades and general knowledge of University and external procedures and regulations	Use proficiency in two or more licensed trades and comprehensive knowledge of University and external procedures and regulations
Use desktop applications	Inspect, troubleshoot, diagnose and repair/replace deficient equipment, materials or hardware; may provide first response emergency services	Troubleshoot problems, coordinate and perform preventative maintenance and repairs; may provide first response emergency services	Review complex drawings/prints, plan, troubleshoot, coordinate and perform repairs and installations; provide first response emergency services
Operate University vehicle on/off campus	Assemble/construct equipment, controls systems or furnishings	Inspect and evaluate results to ensure consistency and quality of finished product	Inspect and evaluate results to ensure consistency and quality of finished product

Interaction

ASSISTANT	JOURNEY	MASTER	SPECIALIST
Receive instruction and guidance from one or more higher level skilled tradesperson	Receive and may provide instruction and guidance	Receive and provide instruction and guidance	Receive and provide instruction and guidance
Participate in area safety training	Respond to work orders for repairs or related services	Provide leadership and assist in identifying priority work orders	Provide leadership and assist in identifying priority work orders
n/a	Make recommendations to improve processes	Provide technical assistance to apprentice/tradespers on level staff	Provide technical assistance to apprentice/tradespers on level staff

Utilities Trades Assistant

This title is part of a career progression within the Facilities Trades Series consisting of Utilities Trades Assistant, Utilities Tradesperson Journey, Utilities Tradesperson Master, Tradesperson Specialist, and Utilities Tradesperson Supervisor.

Job Family	Skilled Craft
Series	Facilities Trades
Job Group	5213
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform apprentice-level skilled trades activities specific to designated area with close instruction and guidance from one or more higher-level skilled tradesperson in support of University facility maintenance programs and services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform apprentice level skilled trades activities specific to designated area with close instruction and guidance from one or more higher level skilled tradesperson in support of University facility maintenance programs and services following detailed and established guidelines.

Perform duties associated with skilled trade; develop skills through University work experience and on-the-job training; assist in selection of tools, equipment, and materials; set up, prepare, and clean work area and materials; use desktop applications.

Assist in completion of specific activities or projects, gradually achieving independence and higher level skills.

Participate in area safety training.

Operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma required and one year related experience. Valid driver's license or ability to obtain and driver's check required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions.

Utilities Tradesperson Journey

This title is part of a career progression within the Facilities Trades Series consisting of Utilities Trades Assistant, Utilities Tradesperson Journey, Utilities Tradesperson Master, Utilities Tradesperson Specialist, and Utilities Tradesperson Supervisor.

Job Family	Skilled Craft
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Series	Facilities Trade
Job Code	5223
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform general-level skilled licensed trades activities specific to designated area in support of University facility maintenance programs and services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general-level skilled trades activities specific to designated area in support of University facility maintenance programs and services; use judgment in applying work methods within established guidelines, specifications, and codes; make recommendations to improve processes.

Perform duties associated with skilled trade; select tools, equipment, and materials; set up, prepare, and clean work area and materials; inspect, troubleshoot, diagnose and repair/replace equipment, materials and control components,; install, assemble/construct or maintain equipment and systems; may provide first-response emergency services; use desktop applications.

May provide instruction and guidance to less-skilled trades staff and may receive cross-training in multiple trades areas; respond to work orders for repairs or related services and complete specific activities or projects based on familiarity with University and external procedures and regulations.

Participate in area safety training.

Operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, Journeyman license and one year experience required. Basic computer skills required. Specialized certification or ability to obtain certification within six months may be required. Valid driver's license or ability to obtain and driver's check required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Utilities Tradesperson Master

This title is part of a career progression within the Facilities Trades Series consisting of Utilities Trades Assistant, Utilities Tradesperson Journey, Utilities Tradesperson Master, Utilities Tradesperson Specialist, and Utilities Tradesperson Supervisor.

Job Family	Skilled Craft
Series	Facilities Trades
Job Code	5233
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform general to high-level skilled licensed trades activities specific to designated area in support of University facility maintenance programs and services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general to high-level skilled trades activities specific to designated area in support of University facility maintenance programs and services; use judgment in prioritizing work

activities and in applying work methods within established guidelines, specifications, and codes; acquire permits as needed; make recommendations to improve processes, increase cost effectiveness, and enhance service efficiency.

Perform duties associated with skilled trade; oversee and/or set up, prepare, and clean work area and materials; troubleshoot problems, coordinate and perform preventative maintenance and repairs, replace deficient materials, components and systems. May provide emergency services; inspect and evaluate results to ensure consistency and quality of finished product; use desktop applications.

Provide instruction, guidance, and technical assistance to apprentice/tradesperson-level employees; provide leadership and assist in identifying priority work orders for repairs or related services; complete specific activities or projects in multiple trades areas based on cross-training and proficiency in one or more trade areas and a general knowledge of University and external procedures and regulations.

Participate in area safety training.

Operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, Master's license and two years of experience in trade of license/certification required. Basic computer skills required. Specialized certification may be required. Valid driver's license or ability to obtain and driver's check required. Lifting of up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Utilities Tradesperson Specialist

This title is part of a career progression within the Facilities Trades Series consisting of Utilities Trades Assistant, Utilities Tradesperson Journey, Utilities Tradesperson Master, Utilities Tradesperson Specialist, and Utilities Tradesperson Supervisor.

Job Family	Skilled Craft
Series	Facilities Trades

Job Code	5243
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform high-level and specialized skilled activities in multiple licensed trades areas in support of University facility maintenance programs and services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform high-level and specialized skilled activities in multiple licensed trades areas in support of University facility maintenance programs and services; use judgment in prioritizing work activities and in applying work methods within established guidelines, specifications, and codes; make recommendations to improve processes, increase cost effectiveness, and enhance service efficiency.

Perform duties associated with skilled trades; oversee and/or set up, prepare, and clean work area and materials; review complex drawings and prints; plan and lay out repairs and installations; troubleshoot problems, coordinate and perform preventative maintenance and repairs, replace deficient materials, and provide emergency services; inspect and evaluate results to ensure consistency and quality of finished product; use desktop applications.

Provide instruction and guidance to internal and external constituents and provide technical assistance and expertise to all trades staff based on proficiency in two or more trades areas; provide leadership and identify priority work orders for services; complete specific activities or large, complex projects in multiple trades areas based on comprehensive knowledge of University and external procedures and regulations; maintain safety and security systems on equipment.

Initiate and obtain required permits for projects; provide back up support to supervisor.

Participate in area safety training.

Operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, three to five years of experience in two or more skilled trades and Master license required. Basic computer skills required. Valid driver's license or ability to obtain and driver's check required. Lifting up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Mechanic Trades Series

Positions in the Mechanic Trades Series provide the full range of routine to complex repairs and maintenance of equipment, vehicles, machinery, and mechanical systems in support of University operation and buildings maintenance.

Examples of work include: steam clean/wash machinery or vehicles; diagnose and repair vehicle transmission problems; provide crop and equipment management functions; repair, modify, or replace defective components; review schematics and blueprints; install, assemble, or overhaul structural/functional components; repair sheetrock plaster; rebuild electrical motors; and replace heating and ventilation unit shaft bearings.

Equipment Mechanic

Equipment Mechanic Career Progression

Nature of Work

MECHANIC

Perform general maintenance and mechanical repairs in support of University buildings' safety systems and equipment.

Follow applicable codes and regulatory guidelines.

Use judgment in applying mechanical techniques

MECHANIC SENIOR

Oversee, provide leadership and perform general maintenance and mechanical repairs in support of University buildings' safety systems and equipment.

Follow applicable codes and regulatory guidelines.

Use judgment in applying operational guidelines and mechanical techniques

Expertise

MECHANIC

Perform inspections, repairs, preventative maintenance, adjustments, and replacements of collateral life/safety systems and equipment using standard and specialized tools and equipment.

Maintain and inspect emergency lighting, generator, and fire alarm systems in buildings.

Maintain and monitor area inventory; complete and maintain records and prepare related reports; use desktop applications.

Assist in or plan preventative maintenance or related programs.

May operate University vehicle on/off campus; may operate bucket loader or other heavy equipment.

Interaction

MECHANIC

Receive instruction and guidance from one or more higher level skilled tradesperson.

Participate in area safety training.

Supervision

MECHANIC

May provide functional supervision to designated employees and/or affiliates.

MECHANIC SENIOR

Serve as lead and perform inspections, repairs, preventative maintenance, adjustments, and replacements of collateral life/safety systems and equipment using standard and specialized tools and equipment.

Maintain and inspect emergency lighting, generator, and fire alarm systems in buildings; evaluate data to ensure identified deficiencies are corrected within mandated time frames.

Oversee area inventory and maintain and evaluate equipment records to ensure compliance with applicable regulations, codes and safety standards; prepare related reports; use desktop applications.

Coordinate scheduling, plan preventative maintenance or related programs and make recommendations for remediation or services improvement.

May operate University vehicle on/off campus; may operate bucket loader or other heavy equipment.

MECHANIC SENIOR

Provide instruction and guidance to one or more lower level skilled tradesperson.

Participate in area safety training

MECHANIC SENIOR

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

MECHANIC

High school diploma and two years' related experience required.

Specialized certification or ability to obtain within six months may be required.

MECHANIC SENIOR

High school diploma and three years' related experience required.

Specialized certification or ability to obtain within six months required.

Equipment Mechanic

This title is part of a career progression within the Mechanic Trades Series consisting of Equipment Mechanic and Equipment Mechanic Senior.

Job Family	Skilled Craft
Series	Mechanic Trades
Job Code	5203
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform general maintenance and mechanical repairs in support of University buildings' safety systems and equipment.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general maintenance and mechanical repairs in support of University buildings' safety systems and equipment as defined by applicable codes and regulatory guidelines; use judgment in applying mechanical techniques; assist in or plan preventative maintenance or related programs.

Perform inspections, repairs, preventative maintenance, adjustments, and replacements of collateral life/safety systems and equipment using standard and specialized tools and

equipment; maintain and inspect emergency lighting, generator, and fire alarm systems in buildings.

Maintain and monitor area inventory; complete and maintain records and prepare related reports; use desktop applications.

May operate University vehicle on/off campus; may operate bucket loader or other heavy equipment.

Participate in area safety training.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and two years' related experience required. Specialized certification or ability to obtain within six months may be required. Lifting up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions. Valid driver's license or ability to obtain and driver's check may be required. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Equipment Mechanic Senior

This title is part of a career progression within the Mechanic Trades Series consisting of Equipment Mechanic and Equipment Mechanic Senior.

Job Family	Skilled Craft
Series	Mechanic Trades
Job Code	5273
FLSA	Non-Exempt

Union Status	UE
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Job Overview

Oversee, provide leadership and perform general maintenance and mechanical repairs in support of University buildings' safety systems and equipment.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee, provide leadership and perform general maintenance and mechanical repairs in support of University buildings' safety systems and equipment as defined by applicable codes and regulatory guidelines; use judgment in applying operational guidelines and mechanical techniques; coordinate scheduling, plan preventative maintenance or related programs and make recommendations for remediation or services improvement.

Serve as lead and perform inspections, repairs, preventative maintenance, adjustments, and replacements of collateral life/safety systems and equipment using standard and specialized tools and equipment; maintain and inspect emergency lighting, generator, and fire alarm systems in buildings; evaluate data to ensure identified deficiencies are corrected within mandated time frames.

Oversee area inventory and maintain and evaluate equipment records to ensure compliance with applicable regulations, codes and safety standards; prepare related reports; use desktop applications.

May operate University vehicle on/off campus; may operate bucket loader or other heavy equipment.

Participate in area safety training.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and three years' related experience required. Specialized certification or ability to obtain within six months required. Lifting up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions. Valid driver's license or ability to

obtain and driver's check may be required. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Facilities Mechanic

Facilities Mechanic Career Progression

Mechanic and Mechanic Senior Responsibilities

Nature of Work

MECHANIC

Perform semi-skilled installation, mechanical repairs, service and inspection in support of University buildings maintenance and locks/security systems

Use established guidelines and procedures

MECHANIC SENIOR

Provide skilled installation, mechanical repairs, service and inspection in support of University buildings maintenance and locks/security systems

Use judgment in problem solving and in applying mechanical techniques and solutions

Expertise

MECHANIC

Assist higher skilled tradesperson and perform limited inspections, adjustments, installations, replacements, repairs and preventative equipment and systems maintenance

Use standard tools and equipment

Troubleshoot door access controllers

Maintain area inventory

Use desktop applications

Use familiarity with University guidelines and regulatory requirements

MECHANIC SENIOR

Perform inspections, adjustments, preventative maintenance of hardware and equipment, mechanical and security systems, and in buildings

Perform building repairs, rebuild electrical motors and replace heating and ventilation unit shaft bearings, belts and filters

Perform inspections, adjustments repairs and maintenance of locks/security systems

Troubleshoot complex door access controllers and power supplies using knowledge of building code egress standards

Plan and perform routine lock changes, pinning cylinders and cutting keys

Use desktop applications

May operate University vehicle on/off campus Use general knowledge and understanding of University guidelines and regulatory requirements

Interaction

MECHANIC	MECHANIC SENIOR
Respond to work orders from higher level trades person	May provide instruction and guidance to less skilled tradesperson
Participate in area safety training	Participate in area safety training

Supervision

MECHANIC	MECHANIC SENIOR
N/A	May provide functional supervision to designated employees and/or affiliates

Minimum Qualifications

MECHANIC	MECHANIC SENIOR
High school diploma and two years related experience required. Vocational coursework and/or specialized certification or ability to obtain within six months may be required Valid Vermont driver's license or ability to obtain and driver's check may be required	High school diploma and four years related experience required. Type S license and specialized certification or ability to obtain within six months required Valid Vermont driver's license or ability to obtain and driver's check may be required

Facilities Mechanic

This title is part of a career progression within the Mechanic Trades Series consisting of Facilities Mechanic and Facilities Mechanic Senior.

Job Family	Skilled Craft
Series	Mechanic Trades
Job Code	5063
FLSA	Non-Exempt

Union Status	UE
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Job Overview

Perform semi-skilled installation, mechanical repairs, service and inspection in support of University buildings maintenance and locks/security systems.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform routine to general maintenance and mechanical repairs in support of University buildings maintenance within established guidelines and procedures and using standard tools and equipment..

Provide assistance in the repair and maintenance of University building locks/security systems and associated hardware to ensure security on campus without disruption to University functions.

Assist higher-skilled tradesperson and perform limited inspections, adjustments, installations, replacements, repairs, and preventative equipment and systems maintenance related to plumbing, heating, ventilating, electrical or air conditioning components, fixtures or systems using standard tools and equipment based on a familiarity with University guidelines and regulatory requirements; respond to work orders with guidance.

Troubleshoot door access controller and perform maintenance of building access systems.

Maintain area inventory and order parts. Use desktop applications for data input/retrieval for repairs and/or maintenance performed.

May operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and two years' related experience required. Vocational courses and/or specialized certification or ability to obtain within six months may be required. Specific physical requirements may apply based on job functions. Valid driver's license or ability to obtain and driver's check may be required. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Facilities Mechanic Senior

This title is part of a career progression within the Mechanic Trades Series consisting of Facilities Mechanic and Facilities Mechanic Senior.

Job Family	Skilled Craft
Series	Mechanic Trades
Job Code	5073
FLSA	Non-Exempt
Union Status	UE

Job Overview

Provide skilled installation, mechanical repairs, service and inspection in support of University buildings maintenance and locks/security system.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide skilled installation, mechanical repairs, service and inspection in support of University buildings maintenance and locks/security system; use judgment in problem solving and in applying mechanical techniques and solutions.

Plan and perform routine lock changes, pinning cylinders and cutting keys and use related computer software.

Perform general preventative maintenance and mechanical repairs in multiple trades areas; perform inspections, adjustments, preventative maintenance of hardware and equipment, mechanical and security systems, and in buildings based on a general knowledge and understanding of University guidelines and regulatory requirements.

Provide support with University projects and project personnel and review plans and specifications relating to security/locking mechanisms. Make recommendations to provide a consistent, planned lock/security system on campus.

Troubleshoot complex door access controllers and power supplies using knowledge of building code egress standards. Install and repair door access systems, mounting controller, hardware, sensor and activation devices and key management systems.

May install and maintain plumbing fixtures and related components, light fixtures, ballasts, and motors; install, maintain, and adjust/calibrate electrical and pneumatic thermostats, install and maintain heating system steam traps, heating coils, and control valves.

Use desktop applications to access information or input data for repairs or maintenance performed.

Participate in area safety training; provide instruction and guidance to less skilled tradesperson.

May operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, Type S license and four years' related experience required.

Specialized certification or ability to obtain within six months may be required.

Valid driver's license or ability to obtain, and driver's check may be required. Specific physical requirements may apply based on job functions. Must wear Personal Protective Equipment (PPE) while performing specific job tasks.

Mechanic

Mechanic Career Progression

Nature of Work

MECHANIC

Perform general maintenance and mechanical repairs in support of University buildings' safety systems and equipment.

Follow applicable codes and regulatory guidelines.

MECHANIC SENIOR

Oversee, provide leadership and perform general maintenance and mechanical repairs in support of University buildings' safety systems and equipment.

Follow applicable codes and regulatory guidelines.

Use judgment in applying mechanical techniques

Use judgment in applying operational guidelines and mechanical techniques

Expertise

MECHANIC

Perform inspections, repairs, preventative maintenance, adjustments, and replacements of collateral life/safety systems and equipment using standard and specialized tools and equipment.

Maintain and inspect emergency lighting, generator, and fire alarm systems in buildings.

Maintain and monitor area inventory; complete and maintain records and prepare related reports; use desktop applications.

Assist in or plan preventative maintenance or related programs.

May operate University vehicle on/off campus; may operate bucket loader or other heavy equipment.

MECHANIC SENIOR

Serve as lead and perform inspections, repairs, preventative maintenance, adjustments, and replacements of collateral life/safety systems and equipment using standard and specialized tools and equipment.

Maintain and inspect emergency lighting, generator, and fire alarm systems in buildings; evaluate data to ensure identified deficiencies are corrected within mandated time frames.

Oversee area inventory and maintain and evaluate equipment records to ensure compliance with applicable regulations, codes and safety standards; prepare related reports; use desktop applications.

Coordinate scheduling, plan preventative maintenance or related programs and make recommendations for remediation or services improvement.

May operate University vehicle on/off campus; may operate bucket loader or other heavy equipment.

Interaction

MECHANIC

Receive instruction and guidance from one or more higher level skilled tradesperson.

Participate in area safety training.

MECHANIC SENIOR

Provide instruction and guidance to one or more lower level skilled tradesperson.

Participate in area safety training

Supervision

MECHANIC

MECHANIC SENIOR

May provide functional supervision to designated employees and/or affiliates.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

MECHANIC

High school diploma and two years' related experience required.

Specialized certification or ability to obtain within six months may be required.

MECHANIC SENIOR

High school diploma and three years' related experience required.

Specialized certification or ability to obtain within six months required.

Mechanic

This title is part of a two-tiered career progression within the Mechanic Trades Series consisting of Mechanic, Mechanic Supervisor, and Fleet Mechanic. The progression for Mechanic is to either Mechanic Supervisor or Fleet Mechanic.

Job Family	Skilled Craft
Series	Mechanic Trades
Job Code	5113
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform general repairs and maintenance of equipment and machinery in support of University operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general repairs and maintenance of equipment and machinery in support of University service operations; use judgment in mechanical applications within established guidelines.

Perform duties specific to trade area: select tools, equipment, and materials; set up, prepare, and clean work area; test, examine, and assist in determination and resolution of equipment/mechanical malfunctions using standard or specialized equipment; complete projects and assignments based on general knowledge of industry standards and University guidelines.

Assist with and perform routine maintenance on equipment, University vehicles, and/or mechanical systems; review specifications, schematics or blueprints; repair, modify, or replace defective components, materials or equipment; install, assemble or overhaul structural/functional components, accessories or parts; may provide mechanical assistance at vehicle breakdown sites.

Maintain and update parts inventory and repair procedure records; use desktop applications; produce and submit daily reports.

Participate in area safety training.

May operate University vehicle on/off campus.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, completion of formal apprenticeship and three years specific experience required. Specialized certification or ability to obtain within six months required. Lifting up to 50 lbs. occasionally. Valid driver's license and Commercial Driver's License (CDL) or ability to obtain, and driver's check may be required. Specific physical requirements may apply based on job functions. Initial and continued employment may be dependent on satisfactory results of alcohol and drug testing. May be required to wear Personal Protective Equipment (PPE) while performing specific job tasks.

Fleet Mechanic

This title is part of a two-tiered career progression within the Mechanic Trades Series consisting of Mechanic, Mechanic Supervisor, and Fleet Mechanic. The progression for Mechanic is to either Mechanic Supervisor or Fleet Mechanic.

Job Family	Skilled Craft
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Series	Mechanic Trades
Job Code	5123
FLSA	Non-Exempt
Union Status	UE

Job Overview

Perform complex repairs and maintenance on vehicles, automotive equipment, and machinery in support of University operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform complex repairs and maintenance on vehicles, automotive equipment, and machinery in support of University operations; use judgment in prioritizing work activities and in decisions regarding mechanical applications within established guidelines; make recommendations to improve processes, increase cost-effectiveness and enhance service efficiency.

Perform duties specific to trade area: select tools, equipment, and materials; oversee and/or set up, prepare, and clean work area and materials; test, examine, and determine resolution of equipment/mechanical malfunctions using standard or specialized equipment; provide leadership and assist in identifying priority work orders for repairs or related services; ensure completion of projects and assignments based on a comprehensive knowledge of University and external procedures, standards, and regulations.

Perform routine to complex maintenance on equipment, University vehicles, and machines; troubleshoot, repair, modify or replace defective components, units, materials or equipment; install, assemble or overhaul structural/functional components,

accessories or parts; inspect and evaluate results to ensure consistency and quality of finished product; may provide mechanical assistance at vehicle breakdown sites.

Maintain and oversee documentation and records; may provide administrative reports; use desktop applications.

Participate in and may provide area safety training.

Operate University vehicle on/off campus.

Provide functional supervision to University staff, designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma, formal trades training and four years' specific experience required.

Specialized certification or ability to obtain within six months may be required.

Valid driver's license ability to obtain and driver's check required. Commercial Driver's License (CDL) or ability to obtain may be required. Lifting up to 50 lbs. occasionally.

Specific physical requirements may apply based on job functions. Initial and continued employment may be dependent on satisfactory results of alcohol and drug testing. May be required to wear Personal Protective Equipment (PPE) while performing specific job tasks.

Mechanic Supervisor

This title is part of a two-tiered career progression within the Mechanic Trades Series consisting of Mechanic, Mechanic Supervisor, and Fleet Mechanic. The progression for Mechanic is to either Mechanic Supervisor or Fleet Mechanic.

Job Family	Skilled Crafts
Series	Mechanic Trades
Job Code	5143
FLSA	Non-Exempt
Union Status	

Job Overview

Perform complex repairs and maintenance on vehicles, equipment, and machinery in support of University operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform complex repairs and maintenance on vehicles, equipment, and machinery in support of University service operations; use judgment in prioritizing work activities and mechanical applications within established guidelines; make recommendations to improve processes and increase cost-effectiveness and service efficiency.

Perform duties specific to trade area: select tools, equipment, and materials; oversee and/or set up, prepare, and clean work area and materials; test, examine, and determine resolution of equipment/mechanical malfunctions using standard or specialized equipment; provide leadership and assist in identifying priority work orders for repairs or related services; ensure completion of projects and assignments based on a comprehensive knowledge of University and external procedures, standards, and regulations.

Perform routine to complex maintenance on equipment, University vehicles, and/or mechanical systems; troubleshoot, repair, modify, or replace defective components, materials, or equipment; install, assemble, weld, or overhaul structural/functional components, accessories, or parts; inspect and evaluate results to ensure consistency and quality of finished product; assist in and provide training and instruction; may provide mechanical assistance at vehicle breakdown sites.

Maintain and oversee documentation and records; may provide administrative reports; use desktop applications.

Participate in and may provide area safety training.

May operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and four to six years' specific experience required. Specialized certification or ability to obtain within six months may be required. Valid driver's license and Commercial Driver's License (CDL) or ability to obtain may be required. Lifting up to 50 lbs. occasionally. Specific physical requirements may apply based on job functions. Initial and continued employment dependent on satisfactory results of alcohol and drug testing.