



## Maintenance Repair Specialist

<b>Job Family:</b> Facilities and Operations	<b>Sub Family:</b> Maintenance	<b>Career Track and Level:</b> TAS 3
<b>Job Code:</b> FACMAINTAS3	<b>Job Series:</b> 26313	<b>FLSA Category:</b> NON-EXEMPT

### Job Family

**Facilities and Operations:** Facilities job family serves to ensure the cleanliness, maintenance, and operation of campus facilities and grounds. Functions encompass custodial, grounds, and maintenance services, including oversight and programmatic administration.

### Sub Family

**Maintenance:** Performs a variety of repairs, replacement, and maintenance of electrical and plumbing equipment, building systems, and equipment. Responsible for the general maintenance of all campus facilities. May include carpentry work, painting, custodial equipment repair, electrician work, plumbing, and HVAC repair.

### Job Responsibilities

- Provides technical leadership to maintenance projects and in the resolution of complex maintenance repair.
- Maintains various building systems and equipment by performing skilled carpentry, electrical, mechanical, and plumbing repairs and installations.
- Inspects facilities and equipment to determine needed repairs and preventive maintenance.
- Maintains highly technical lab equipment.
- Fabricates research equipment and sets up labs appropriately.
- Maintains inventory of routine and highly technical supplies.

### Role

- Fully proficient in applying established standards for the job.
- Applies advanced technical or process knowledge; requires ability to utilize diverse but conventional methods, techniques, or approaches to meet specific needs of an assignment.
- May supervise or oversee the work of other TAS and/or student employees.

### Impact and Complexity

- Performs job responsibilities through use of specialized tools, job experience, and established standards. Often organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Prioritizes, plans, and organizes own work within time,



process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances.

- Uses experience and expertise to anticipate department/discipline's needs, and handles the situation or identifies appropriate resource. Problems and issues faced are complex and occasionally ill-defined and may need some analysis to understand. Demonstrates sound judgment and decision making in situations requiring assessment interpretation and analysis.

### **Requirements**

Comprehensive knowledge of standard policies, procedures, tools, and/or equipment of a specialized service or technical field typically obtained by a high school degree or GED or equivalent and a minimum of 3 years of experience in facilities and grounds maintenance or related field. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*