

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: FACILITIES SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 7221

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 49-9071

FLSA: Non-exempt

Pay Grade: 17

Date: 4-1-97 (revised 3-1-02; 7-1-02; 7-19-02; 7-1-04; 7-1-06; 7-1-08)

JOB PURPOSE:

Perform general grounds maintenance, general maintenance and minor repair work to designated buildings and related equipment; rotate 24-hour on-call duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform minor maintenance and repair to designated area including repair screen doors, minor appliances, furniture and window cranks; perform minor furnace and hot water heater maintenance; perform routine and preventive maintenance on building equipment; repair cove base, tile and Formica; refer major repairs and maintenance to Physical Plant; rotate 24-hour on-call duty.
- Ensure appliances are clean and in good working order; check for faucet and plumbing leaks, damaged furniture, flooring, appliances, blinds and walls; inventory apartment/room contents; check keys or request new locks; change combinations to all simplex locks; replace smoke alarm batteries.
- Assist in the determination of charges/fees for repairing items or for unsanitary conditions; assist with setting payment schedule(s).
- Perform grounds work; maintain faucets, tools and equipment; inventory sprinklers and hoses; operate and maintain grounds maintenance equipment; provide public notification of pesticide spraying schedule and follow safety rules and regulations; maintain sprinkler system.
- Perform trash and snow removal.
- Strip and wax floors, clean carpets, upholstery, appliances, kitchens, fixtures and windows; sanitize tubs, sinks and toilets; safely mix cleaning chemicals and paint.
- Input work order information into computerized database system and close out work orders, as needed. May need to request and order supplies as required.

SUPPLEMENTAL FUNCTIONS:

- Paint apartments/rooms; lay carpet, as directed.
- May assist in cleaning apartments/rooms.
- Some positions may be required to repair locks.

COMPETENCIES:

- Attention to Detail
- Consistency
- Quality Orientation
- Safety Awareness
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Valid Wyoming Commercial Pesticide Applicator's license or the ability to obtain license at the next available testing session.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operation, maintenance, and repair of designated area equipment.
- Basic and general cleaning methods, techniques, materials and equipment.
- Basic and general building maintenance methods, techniques, materials and equipment.
- Basic and general grounds maintenance methods, techniques, materials and equipment.
- Custodial practices, machinery, and related equipment.
- Current trade methods, materials and equipment.
- Applicable University, state and federal regulations, policies and procedures.
- Building and facilities maintenance, safety and security.
- Grounds maintenance and turf equipment operations.
- Setting and maintaining sprinkler systems.
- Pest management principles, techniques, agents, and equipment.
- Federal, state, and local regulations, guidelines, and standards pertaining to pest management.
- Safe handling, mixing, application procedures, and storage of herbicide, pesticide and chemical preparations.
- Occupational hazards and safety precautions of the trade.
- Customer service standards and procedures.

Skills and Abilities to:

- Follow basic and routine verbal and written instructions.
- Understand and follow specific instructions and procedures.
- Read, understand, follow, and enforce safety procedures.
- Communicate clearly and concisely, both orally and in writing.
- Work as a team member and foster a cooperative work environment.
- Consult with campus population and general public regarding the application of herbicides, pesticides and chemical preparations.
- Safely and efficiently operate, maintain, and repair equipment, machinery, and tools.
- Safely apply herbicide, pesticide and chemical preparations.
- Perform a variety of routine and preventive building maintenance tasks to include, but not limited to, furnace and hot water systems, tile and flooring, and minor repairs to appliances.
- Perform grounds maintenance tasks.
- Perform a variety of custodial and cleaning tasks.
- Maintain thorough and accurate records.
- Handle confrontational situations.
- Lift and/or manipulate objects weighing up to 100 pounds regularly.

WORKING CONDITIONS:

Various in/outdoor environments; regular exposure to adverse weather conditions, humidity, dust, fumes, noise and confined or high spaces; subject to power/manual tool, mechanical, chemical and electrical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.