Maintenance Worker II.44 – Closing Date: 05/04/2012

II. JOB SUMMARY

Briefly describe the general purpose of the job in one or two sentences.

- This **varying shift** position **headquartered in Weston, WV** provides service and support to clientele of the WVU Jackson's Mill State 4-H Camp and the State Fire Training Academy by providing a safe, secure environment for scheduled activities in meetings, seminars, conferences and other events. Set up meeting rooms and AV equipment and provide grounds security.

III. DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty. Describe what the duties and responsibilities are and how they are performed. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities. ***The copying of a generic job description or another employee's PIQ verbatim is not acceptable and the PIQ will be returned***. The percentages must total 100%. Duties that take less than five (5) percent should be combined into at least five (5) percent.

% of time	Duties and Responsibilities

40% SECURITY

- Provides and maintains security of grounds, buildings, and equipment.
- Systematically checks all buildings (40+) following stipulated procedures such as securing windows, building temperature checks, running water checks, inspecting damage incurred to facilities or furniture, trash can fires, cooking stoves being turned off, etc.
- Reports to Program Director any questionable, inappropriate or illegal activities, requests unwanted guests to leave, calls Program Director, or JM Leadership Team Member on call, for proper assistance as necessary. Maintains rapport with clientele.
- Monitors airstrip usage as needed.
- Communicates with 911 Center, local volunteer fire department, and staff about fire alarms issues as needed.
- Carry a working radio at all times for communication.

40% CLEANING

- Cleans and maintains the interior appearance of all buildings including classrooms, offices and public areas as required by sweeping, mopping, waxing and buffing floors; vacuuming and shampooing carpets, rugs and upholstery using high speed buffers, commercial vacuum cleaners and shampooers.
- Empties and cleans waste receptacles.
- Transports waste and recyclables to appropriate location.
- Cleans and maintains an inventory on audio-visual equipment in meeting rooms and performs minor repairs such as replacing bulbs in overheads, etc.
- Dusts and polishes furniture, desks, tables, chairs, audio-visual equipment in all meeting rooms.
- Cleans and disinfects bathrooms including walls, floors, sinks, commodes, lavatories, mirrors, countertops, etc., using mops, brooms, disinfectant bowl cleaners, cleaning cloths, and protective gloves in the absence of the housekeeping employees.
- Cleans and disinfects kitchenettes in the meeting rooms including walls, floors, sinks, countertops, ovens, stove tops, hoods, etc., using mops, brooms, disinfectant bowl cleaners, cleaning cloths, and protective gloves.
- Replenishes supplies including toilet paper, towels and soap.
- Loads and transports material, equipment, furniture, linens or supplies to various locations on campus.
- Dissembles and stores items at the close of events.
- Maintains regular communications with Administration, Registration Office, and other departments in performance of duties.
- Cleans and maintains the exterior appearance of all buildings by sweeping, shoveling and removing snow and ice from sidewalks and entryways and performing other related external cleaning activities.
- Cleans and maintains picnic pavilions and council circle when being used.
- Operates blowers, sweepers, and other equipment needed to perform duties assigned as necessary.
- Acts as utility worker, which includes cleaning and setting up rooms, delivery and pick up of linens, setting up and operations of AV equipment.
- Required to lift and/or move equipment, supplies, boxes, furniture, podium as needed (approximately 75 lbs.).

15% GENERAL MAINTENANCE

- Performs general maintenance duties in carpentry, electrical, plumbing, painting and mechanics as instructed, such as minor furniture repairs; replacing shingles on roofs; replace flooring; resetting breakers and fire alarms, changing light bulbs; replacing belts and pumps; repairing equipment; fixing leaks; unstopping commodes, sewer lines and sink drains; painting walls and ceilings; operating various hand and power tools and equipment necessary to complete assignments.
- Maintains tools and equipment in good condition.
- Attends various training classes, seminars and other meetings to learn new techniques and procedures to remain current in all safety requirements and for professional development as needed.
- Notifies Manager/Physical Plant II-Maintenance of equipment and facilities needing repairs or replacement and of potential safety/fire violations.
- Operates a motor vehicle in the performance of job duties. Maintains upkeep of such vehicle by replacing wipers, belts, gas, oil, etc.

Maintains a log of vehicle repairs for each vehicle.
- Maintains sports equipment and sign out to groups/individuals.
- Performs monthly inspections on fire extinguishers and notifies supervisor of those that need servicing.
- Complete maintenance requests on items in need of repair.

5% ADDITIONAL CONFERENCE CENTER SUPPORT
- Performs special projects as assigned by supervisor. Provides support with any operation or need to maintain the smooth functioning of Jackson's Mill.
- Provides support to maintain the smooth operation of conferences and events.
- Makes decisions concerning operation, request, and emergencies in the absence of immediate supervisor, Program Director, and all other supervisors.
- Complete various forms regarding incidents/accidents on grounds.
- Complete a daily shift report.
- After Registration Office is closed, work in Registration assisting of guests, switchboard, and open and/or close buildings as needed following guidelines set forth by supervisor.

TOTAL OF ALL PERCENTAGES MUST EQUAL 100%

IV. QUALIFICATIONS

Education/Knowledge

1. List the level and type of **minimum** education required to qualify for this position **not** for the incumbent.

   - High school diploma or GED. Completion of vocational training in building maintenance, electronics or related field up to 18 months training or education beyond high school or equivalent education and experience combination.

2. What licenses or certification(s) (e.g. electrician's license) if any, are **required** for the position? Specifically state the reason for this licensor requirement (supervisor's preference, state or federal law, etc.).

   - Valid driver's license – required to drive vehicle while on duty.

3. What specific skills are **required** in order to carry out the duties of the position?

Knowledge:
- Knowledge of the materials, methods, tools, equipment, occupational hazards and safety precautions of the building maintenance trades and minor mechanical knowledge.
- Knowledge of or ability to quickly learn local, state and federal building safety and fire codes.
- Knowledge in audio and visual equipment set-ups.

Skills:
- Skills to operate all related labor supporting equipment, basic grounds keeping equipment, small hand and power tools and commercial custodial equipment.
- Analytical and problem solving skills necessary to determine the appropriate course of action in the various situations encountered on a daily basis.
- Conflict resolution skills necessary to professionally interact with clients, coworkers, and the general public.
- Organizational skills to prioritize work assignments and complete tasks in a timely manner.

Abilities:
- Ability to read, speak and write in English and perform basic mathematical calculations.
- Ability to comprehend and follow oral and written instructions, as well as give fluent oral and written instructions.
- Ability to rapidly learn custodial methods, procedures and safety principles.
- Ability to perform on ladders and scaffolds.
- Ability to operate standard office equipment such as computer, fax and copier.
- Ability to maintain attendance and punctuality standards.
- Ability to communicate with the public, customers, and coworkers in a civil, courteous, respectful manner.
- Ability to work with limited supervision and request assistance when needed.
- Ability to perform duties of the position including long periods of standing, walking, and lifting heavy items weighing over 75 lbs.
- Ability to perform tasks requiring exposure to dust, fumes, chemicals (i.e., cleaning solutions) and variations in indoor and outdoor weather conditions.
- Ability to proactively seek resources, information, etc., as needed.

- Ability to lift 75 lbs. as needed, such as podiums, supplies, furniture, boxes, etc.
- Ability to perform tasks requiring exposure to dust, fumes, chemicals (cleaning solutions) and variations in indoor and outdoor weather conditions.
- Ability to proactively seek resources, information etc. as needed.
- Ability to work a flexible schedule 12-8, 8-4, 4-12 including the weekend and holidays.
- Ability to operate commercial custodial equipment.
- Ability to maintain confidentiality.
- Ability to maintain a neat clean appearance.
- Ability to work rapidly, safely and successfully achieve high cleaning.

The requirements listed below are the behavioral competencies required for the position. To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed. Demonstrated ability to function effectively in a fast-paced maintenance and building services environment with staff of varied education levels, technical disciplines, and cultural backgrounds.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. Demonstrated ability to maintain confidentiality and protect the proprietary nature of information contained in the daily course of work.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approaches or method to best fit the situation; able to deal with frequent change, delays, or unexpected events. Ability to learn new information, such as technical terminology and the mission / goals / policies / procedures of WVU and WVU Extension Service, quickly and effectively.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. Demonstrated ability to establish and maintain effective relationships and deal tactfully with other departments, organizational units, related programs, and external agencies.

Experience

1. In addition to the knowledge/education, please describe the type and **least** amount of **prior directly related** work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.

Type of Experience Needed	Amount of Experienced Needed (Months/Years)
▪ Security of a facility's grounds and buildings	▪ 1-2 Years
▪ Commercial custodial cleaning and light maintenance	▪ 1-2 Years

The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the job is acceptable.

V. COMPLEXITY AND PROBLEM SOLVING

This section measures the degree of problem solving required, the types of problems encountered, and how these problems are solved. Consider the amount of judgment and thought required as determined by the complexity of duties. Also consider whether guidelines, standards, and precedents are available to assist in solving problems.

Please list the common types of problems faced in this position and the course of action you take to solve these problems.

- Furnaces must be reset and lighted, air conditioners must be checked, filters changed, breakers and switches reset, questions with set-ups for clientele, must often make person to person contact. Problems encountered involve unusual circumstances, variations in approach and incomplete or conflicting data. Employee must exercise considerable analytical, reasoning skills in developing solutions to problems. May encounter problems with overlapping groups. Must explain to clientele any delays in using rooms, etc., in a courteous and civil manner.

VI. FREEDOM OF ACTION

This section measures the degree to which the position is structured as is determined by the types of control placed on work

assignments. Controls are exercised in the way assignments are made, how instructions are given to the employee, how work assignments are checked, and how priorities, deadlines and objectives are set. Controls are exercised through established precedents, policies, procedures, laws and regulations which tend to limit the employee's freedom of action.

1. Describe the type of guidance and review the supervisor gives the incumbent in this job and how often (i.e., daily, weekly) the supervisor checks or inspects the work.

Type of Guidance and Review	How Often
▪ General direction, working from established policies, procedures, and guidelines ▪ Performance appraisal	▪ Daily ▪ Yearly

2. Describe the policies and procedures or formal regulations which guide the actions in this job.

▪ WVU Policies, Lewis County Health Department, State Fire Regulations, OSHA, any/all other applicable safety and health regulations, policies of State of West Virginia, Jackson's Mill policies, and position description.

VII. SCOPE AND EFFECT

This section measures the position's responsibility for accomplishing the mission of the institution and West Virginia higher education systems. **Describe** the types of decisions regularly required of the position, and how the position's work product supports, guides or develops the goals of the work unit, department, and institution. Take into consideration the size of the area that could be affected if the position's duties were preformed incorrectly and any long-term affects of such an error. Assume that any error is not due to sabotage, mischief or lack of responsible attention and care for the duties of the position.

▪ If a room is not cleaned and set up correctly, the guests may be dissatisfied and not return causing a loss of income for Jackson's Mill. Errors could result in substantial costs, inconveniences and disruption of services. The safety of the customers and staff greatly depend upon this position. Not exercising sound judgment could possibly jeopardize the safety of everyone on the Jackson's Mill grounds.

VIII. BREADTH OF RESPONSIBILITY

For what functional area(s) does this job have formal and ongoing management accountability and responsibility? List the specific functional areas of management responsibility and briefly indicate the level of responsibility and accountability with respect to primary activities performed.

[***Note: Not applicable to classified positions at WVU. No information needed here.***]

Functional Area	Management Responsibility/Accountability
N/A	**N/A**

IX. CONTACTS

This section appraises the responsibility for working with or through other people within and outside the State College and University System of West Virginia to get results. Consider the purpose and level of contact encountered on a regular, recurring and essential basis during operations. Consider whether the contacts involve furnishing or obtaining information, explaining policies or discussing controversial issues. This factor considers only those contacts outside the job's immediate work area.

INTRA SYSTEMS (within the West Virginia Higher Education Systems)

With whom does the position regularly communicate within West Virginia higher education systems in order to perform the duties (e.g., faculty members outside your area, managers of other units, Vice Presidents)? What is normally discussed and how often does it occur (e.g., daily, weekly)?

Title	**Communicate About What**	**How Often**
▪ Supervisor	▪ Schedules, assignments, etc.	▪ Daily
▪ Events & Guest Services staff	▪ Information: room set-ups, etc.	▪ Daily
▪ Registration Office staff	▪ Customer requests, information, etc.	▪ Daily
▪ Co-workers and other staff	▪ Customer requests, information, etc.	▪ Daily
▪ Program Director	▪ Exchange of information, assignments	▪ Weekly

Maintenance Worker II.44 – Closing Date: 05/04/2012

EXTERNAL (outside the West Virginia Higher Education Systems)

With whom does the position regularly communicate outside the West Virginia higher education systems to perform the duties (e.g., students, suppliers, governmental agencies, product representatives)? What is normally discussed and how often does it occur (e.g., daily, weekly)?

Title	**Communicate About What**	**How Often**
▪ Clientele/public	▪ Information, assistance, & customer service	▪ Daily
▪ Vendors	▪ Receiving/shipping	▪ Daily
▪ Local fire department	▪ Fire panels	▪ As needed
▪ 911 Communications Center	▪ Emergencies	▪ As needed

X. DIRECT SUPERVISION EXERCISED

This section looks at the type of supervision this position has over other employees. Consider the degree of direct supervision exercised over others in terms of the level of subordinate jobs in the organization and the nature of work performed. Only the formal assignment of such responsibility should be considered; informal work relationships should not be considered. Supervision of student workers may be taken into account if they are essential to the daily operation of the unit. Do not include temporary or contract employees. **The Human Resources Office will verify the types of employees supervised.**

1. Are you responsible for assigning tasks and monitoring the work of others (lead)?

Yes: ☐ No: ☒

Title	Headcount	Total FTE (to be verified by HR Office)
▪	▪	▪

2. Are you responsible for hiring, firing, performance appraisals, etc. for others?

Yes: ☐ No: ☒

Title	Headcount	Total FTE (to be verified by HR Office)
▪	▪	▪

3. Does this position supervise students who are essential to the daily operations of the Unit?

Yes: ☐ No: ☒

If yes, please indicate the total number of FTE students supervised and briefly describe the function of the students.

Function	Headcount	Total FTE (to be verified by HR Office)
▪	▪	▪

XI. INDIRECT SUPERVISION EXERCISED (Supervision over first-line supervisors)

This section considers the position's responsibility for the indirect supervision of subordinates informal work relationships are not considered. Indicate the number of indirect employees under this position's line of authority. The number of subordinates should be reported in full-time equivalency (FTE) and not head count.

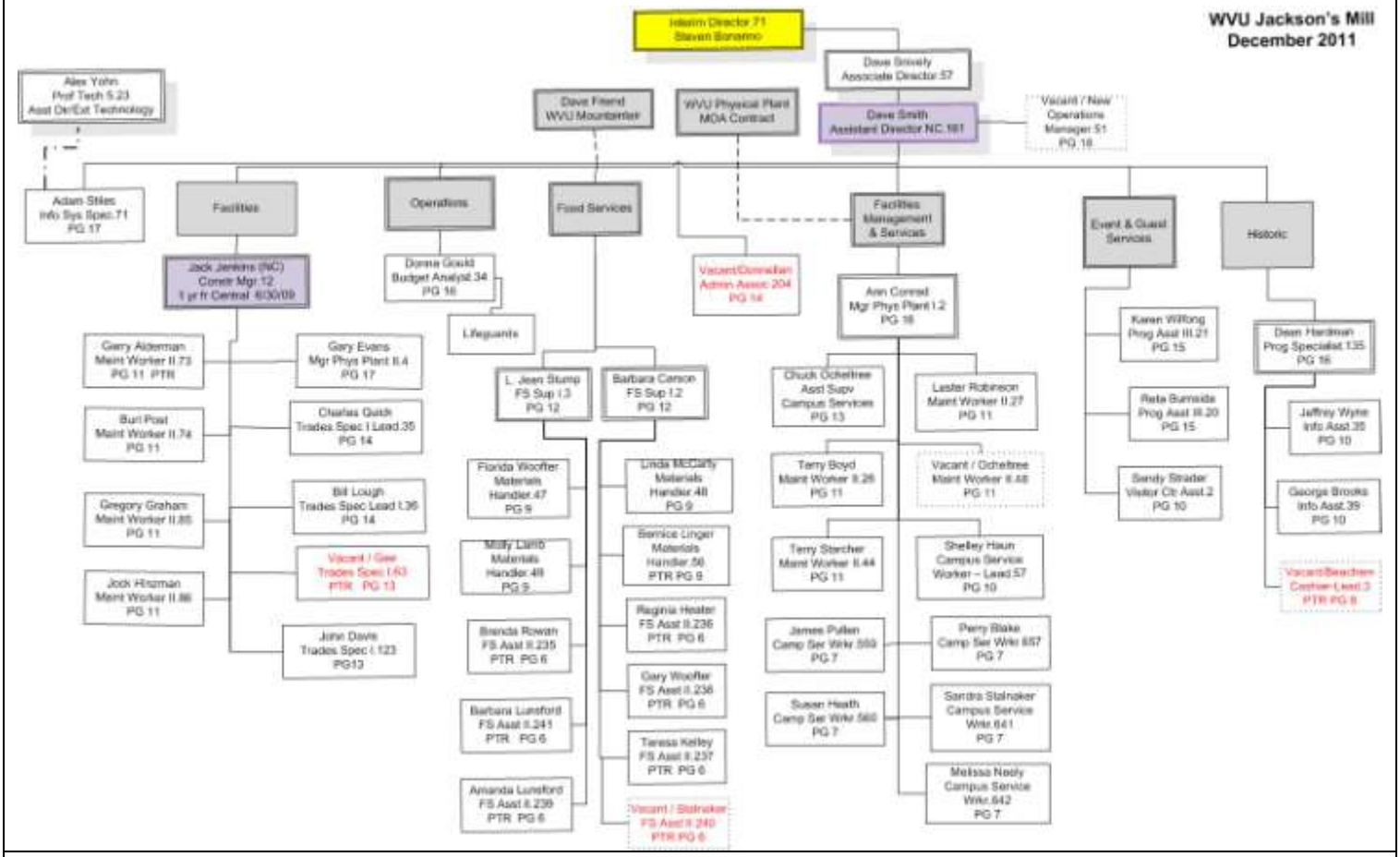
1. List the official title(s) of the employee(s) this position indirectly supervises.

Title	Headcount	Total FTE (to be verified by HR Office)
▪	▪	▪

Maintenance Worker II.44 – Closing Date: 05/04/2012

ORGANIZATIONAL REPORTING RELATIONSHIPS

- PLEASE ATTACH A FLOW CHART FOR YOUR ENTIRE DIVISION AND/OR DEPARTMENT TO THIS PIQ. ***FAILURE TO PROVIDE THIS FLOW CHART WILL RESULT IN A DELAY IN THE PIQ REVIEW PROCESS!***



XII. PHYSICAL COORDINATION

This section looks at the motor skills involved in performing this job. Consider the following issues; complexity of body movements; speed/timing of movements; precision of movements; and need for close visual attention.

Please give an example of the physical coordination required to perform this job, such as the amount of accuracy required to use a hand or power tool or operate a specific instrument or type of equipment.

- High level of manual dexterity (eye-hand coordination) to operate equipment, such as commercial cleaners or small power tools or floor sanding machine.

Maintenance Worker II.44 – Closing Date: 05/04/2012

XIII. WORKING CONDITIONS

This section considers the quality of working conditions as measured by lighting adequacy, temperature extremes and variations, noise pollution, exposure to fumes, chemicals, radiation, contagious diseases, heights and/or other related hazardous conditions.

Check all items that describe the conditions or environment, in which the position works and provide an example:
Frequency (FQ):

A=All of the Time (90% or more per year) **M**=Most of the Time (50% or more per year)
S=Some of the Time (Less than 50% per year) **R**=Rarely (Less than 10% per year) **N**=Never

Condition	Frequency	Example
Normal office environment	R	
Use of computer	R	
Inadequate ventilation	S	Old buildings
Extremes in temperature	A	Work performed throughout grounds
Outside weather conditions	A	Due to nature of work
Wetness/humidity	M	Due to nature of work
Dust/fumes/odor *(from normal daily conditions)*	A	Set-up rooms-old buildings
Heights *(over 10 feet)*	S	Ladders
Moving parts *(tools and machinery)*	M	Cleaning equipment, AV equipment
Vibrations	S	From equipment used
Electrical current	A	When setting up AV equipment
Excessive noise	M	Equipment used in daily routine
Respirables *(asbestos, silica, coal, e.g.)*	R	
Animals	R	
Radiation	R	
Chemicals	A	Cleaning supplies
Toxic conditions/fumes	A	Furnaces
Contagious diseases	R	
Body fluids	S	Cleaning of facility as needed
Other *(please list)*:		

XIV. PHYSICAL DEMANDS

This section measures the physical demands of the job as measured by the exertion placed on the skeletal, muscular and cardiovascular systems of the incumbent. Consider both how much and how often it occurs.

Describe any physical effort in the job, such as standing, lifting, carrying, bending, walking, etc., and list how often (daily, weekly, etc.) it happens.

Physical Effort	How Often
▪ Carrying items and lifting over 75 lbs., bending, walking	▪ Daily
▪ Standing, climbing stairs, speaking	▪ Daily
▪	▪

Maintenance Worker II.44 – Closing Date: 05/04/2012

Application Process:

- Applicants must follow West Virginia University application guidelines when applying for classified positions.
- It is the responsibility of each applicant to provide the Department of Human Resources with written documentation supporting qualifications for the position.
- An incomplete application may disqualify you from further consideration.
- All information on the form MUST be current.
- This will ensure your application for employment receives a complete and thorough review. Application packets must be received by 5:00 p.m. of the closing date.
- Applicants cannot fax any of their application materials.

Send completed applications to:

West Virginia University
Department of Human Resources/Employment Unit
PO Box 6640
Morgantown, WV 26506-6640

CLOSING DATE: Friday, May 4, 2012