

Sam Houston State University Human Resources

Staff Classification Description – Utility Worker

Skill Category: Service/Maintenance

Position (Employee) Class: 7N340 (N1)

Grade: 5

Date: 11/2014

Department: As assigned.

Educational & Experience Requirement: High school graduate or G.E.D. Three years of related facilities maintenance experience and working knowledge of power tools, hand tools, shop equipment, and building materials. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Repairs and maintains portable equipment, vehicles, building systems, and equipment. Provides semiskilled manual work including, but not limited to, such building trade tasks as carpentry, paint, electrical, plumbing, heating, ventilation, and air conditioning (HVAC), etc.

Supervision Given & Received: Works under general supervision.

Primary Responsibilities: Replaces light fixtures, ballasts, bulbs, and switches. Repairs minor plumbing fixtures and carpentry work, such as repairs to sheetrock, dresser drawers and closets. Paints and general maintenance and repairs to plant and portable equipment, vehicles, and HVAC. Keeps records of maintenance performed and supplies used. Reports any major breakdown or other problems. Performs other related duties as assigned.

Other Specifications: Must have valid Texas motor vehicle operator's license. **Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required.** Accuracy and alertness to all duties required to avoid injury and mistakes. Must have good oral and written communication skills. Working conditions fair with exposure to some dirt, dust, grime, and electrical wiring; lifting; and other hazards associated with maintenance.

Uniforms and identification badges are provided by the University according to departmental policy. Must wear required uniform and display badge.

May work hours other than 8:00 a.m. - 4:30 p.m., Monday - Friday as scheduled or when called out for emergency.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.