

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: PREVENTIVE MAINTENANCE TECHNICIAN, SENIOR

Reports To: Designated Supervisor

UW Job Code: 7252

UW Job Family: 62 – Crafts/Trades

SOC Code: 49-9043

FLSA: Non-exempt

Pay Grade: 21

Date: 5-10-12

JOB PURPOSE:

Inspect and maintain University mechanical systems and equipment, heating, ventilating and air-conditioning systems and machinery; service water purification systems; assist with supervision, project scheduling and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspect water lines, steam lines, and/or pneumatic lines for correct fluid levels.
- Check wear on equipment parts such as v-belts, shaft alignment, oil and water levels on equipment; identify conditions that could lead to equipment failure.
- Perform repairs on machines and equipment to maintain proper working conditions; report major breakdowns to supervisor.
- Operate, maintain, and perform repairs to individual building boilers.
- Monitor and adjust air and water temperatures, chemical properties, and water purification.
- Check heating, ventilating and air-conditioning systems for malfunctions; replace filters; grease and oil equipment parts to maintain proper working condition and prevent failures.
- Service and monitor the reverse osmosis and de-ionized water systems; sample and test heating and chilled water systems.
- Mix and add chemicals to drains, sewers, and hot/cold water systems, as directed.
- As assigned, document service dates, problems, repairs, or replacements of equipment and equipment parts and use designated computer software to analyze data on equipment conditions.
- Assist with supervision, project prioritization and training.
- Complete complex technical work and troubleshooting. Inspect and oversee the work of others.
- Train and mentor new staff.
- Act as team leader on job site.

SUPPLEMENTAL FUNCTIONS:

- May recommend budget expenditures for equipment repair or replacement.
- Keep abreast of current technology advances on equipment maintenance, repair and operation.
- Recognize and report hazardous materials including asbestos, lead and mercury.

COMPETENCIES:

- Technical/Professional Knowledge
- Initiative
- Delegating Responsibility
- Individual Leadership
- Quality Orientation
- Safety Awareness

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED, plus completion of related technical or vocational education/training or Associate's degree**

Experience: **6 years of related machine maintenance and mechanical experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine, and advanced principles of preventive maintenance to include: water lines, steam lines and pneumatic lines, fluid levels, belts, tensioners, and shaft alignment.
- Heating, ventilating, and air-conditioning equipment.
- Boilers, steam and hot water systems, and de-ionized water systems.
- Basic, routine, and advanced mechanical, plumbing, and/or electrical principles.
- Pool operation and maintenance of pool filtering and chemical feed systems; pool safety; and water quality testing.
- Applicable University, federal, state and city regulations and procedures.
- Basic construction drawings, sketches, blueprints, diagrams, and specifications.
- Occupational hazards and safety precautions of the trades.
- Buildings and maintenance recordkeeping using designated computer systems.
- Customer service standards and procedures.
- Training methods and procedures.
- Scheduling and supervisory techniques.

Skills and Abilities to:

- Select appropriate materials based on application and amounts required.
- Read, understand, and follow safety procedures.

- Perform basic maintenance and repairs to mechanical systems and equipment.
- Calibrate and maintain pneumatic controls.
- Perform water tests, make analyses, and add appropriate chemicals as required.
- Solve technical problems within area of specialty.
- Listen to and check machinery and equipment to identify problems and perform corrective adjustments or repairs.
- Read and interpret basic and routine construction drawings, schematics, sketches, diagrams, blueprints, and specifications.
- Develop cost estimates for repairs.
- Move objects weighing up to 50 pounds regularly.
- Test and evaluate new materials, tools, and techniques of the trade.
- Use basic computer programs for technical and communication applications.
- Work as a team member and foster a cooperative work environment.
- Supervise water treatment programs.
- Schedule and manage in manager's absence.

WORKING CONDITIONS:

Shop and in/outdoor environments; regularly exposed to hazards from power/manual tools, dust, fumes, refrigeration or other chemicals, high and low temperatures, moving mechanical parts, and confined spaces.

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.