

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

Reports To: Designated Supervisor

UW Job Code: 7241

UW Job Family: 62 – Crafts/Trades

SOC Code: 49-9043

FLSA: Non-exempt

Pay Grade: 18

Date: 4-1-97 (revised 7-1-02; 7-19-02; 6-1-04; 7-1-04; 7-1-06; 8-1-07; 8-1-07)

JOB PURPOSE:

Inspect, maintain and repair University mechanical systems and equipment, heating, ventilating and air-conditioning systems and machinery; service water purification systems and compressed/vacuum air systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspect water lines, steam lines, and/or pneumatic lines for correct fluid levels and pressures.
- 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 complex 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.
- May perform maintenance and repairs to pool mechanical systems including water chemistry monitors, chemical feeders, pool filtration systems, skimmers, and surge tank sensors for automatic controls; perform water tests and analysis, and send samples to the State of Wyoming Department of Health.
- 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.
- Adjust inhibitor requirements as needed.
- 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.

- Supervise and inspect work of subcontractors.

SUPPLEMENTAL FUNCTIONS:

- May recommend budget expenditures for equipment repair or replacement.
- Keep abreast of current technology advances on equipment maintenance, repair and operation.

COMPETENCIES:

- Ability to learn
- Analysis/Problem Identification
- Initiative
- Technical/Professional Knowledge
- Quality Orientation
- Work Standards

MINIMUM QUALIFICATIONS:

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

Experience: **1 year of related machine maintenance and mechanical experience**

Required licensure, certification, registration or other requirements:

- **Valid driver's license**
- **Certified pool operator license with renewal every 5 years for applicable pool maintenance position.**

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, bearings, filters, belts, tensioners, and shaft alignment.
- Heating, ventilating, and air-conditioning equipment.
- Boiler 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; water quality testing for the certified pool operator position.
- Water quality regulations, policies and standards.
- Applicable University, federal, state and city regulations and procedures.
- Construction drawings, sketches, blueprints, diagrams, and specifications.
- Occupational hazards and safety precautions of the trades.
- Building and maintenance recordkeeping using designated computer systems.
- Fume hood performance and repairs.

Skills and Abilities to:

- Calibrate and maintain pneumatic controls.
- Perform water tests, make analyses, and maintain specialized water systems as required.
- Ability to check machinery and equipment to identify problems and perform corrective adjustments or repairs.
- Read and interpret 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.
- Navigate building automation systems to troubleshoot HVAC equipment, check performance and verify set points.
- Realign and repair pump.
- Inspection, maintenance and repairs of chilled water, evaporative cooling systems and heating systems.

WORKING CONDITIONS:

Shop and in/outdoor environments and/or indoor swimming pool environment (85 air temperature with measurable concentrations of chlorine and soda ash) with exposure to hazardous areas such as the chlorine storage area; 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.