

**Job Title: Preventative Maintenance Specialist**

**Compensation Rate/Grade: Grade 6**

**Department: Facilities Services**

**Updated: July 2021**

**Essential Functions:**

- Installation, repair and maintenance of HVAC motors, pumps, bearings, filters, valves, humidifiers, VAV boxes and other mechanical equipment as assigned.
- Assist all trades and maintenance staff HVAC specialists and General Maintenance Mechanics with assigned tasks as needed.
- Maintain computerized record system for all assigned work.
- Establish, manage and follow a preventive and predictive maintenance program for all assigned equipment.
- Assist campus architects and engineers in development of remodeling, retrofit and new construction projects as it applies to assigned position.
- Use of technology such as email, smart devices (iPhone, iPad etc.), work order system/programs.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Attend to Facilities Services related emergencies when necessary.
- Enforce and support policies established by Facilities Services leadership.
- Work with and lead the activities of student workers.
- Attend safety meetings and other related meetings.
- Perform other duties as required.

**Required Qualifications:**

- Understanding of building mechanical systems and preventive maintenance programs.
- Experience performing preventive maintenance techniques such as pump alignment, equipment lubrication and vibration analysis.
- Documented certification and formal training as applicable. Examples include: preventive maintenance, pump repair, pump lubrication, pump alignment, boiler classes, combustion analysis, mechanical system preventive maintenance techniques and compressor maintenance and repairs.
- Demonstrated understanding of schematics, blueprints and designs.
- Satisfactory past work performance.
- Excellent attendance record.
- Valid driver's license with acceptable driving record.
- Complete lift training and obtain certification, as provided by the university.
- Willingness to work off shifts, holidays and overtime as necessary.

**Physical Demands:**

- Ability to lift up to 70 lbs.
- Ability to work at a height up to 70 feet, in confined areas and during inclement weather.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Ability to work outdoors and/or in unconditioned buildings, at university events as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties as assigned.