

**NIAGARA UNIVERSITY**  
**JOB DESCRIPTION**

<b>NAME:</b>	<b>Vacant</b>
<b>DATE:</b>	<b>FEBRUARY 2022</b>
<b>JOB TITLE:</b>	<b>UTILITY PERSON</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>JOB STATUS:</b>	<b>FULL-TIME</b>
<b>JOB CLASS:</b>	<b>HOURLY</b>
<b>WORK LOCATION:</b>	<b>PHYSICAL PLANT</b>
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>SUPERVISOR OF GENERAL TRADES</b>
<b>DEPARTMENT:</b>	<b>FACILITY SERVICES</b>
<b>SECTOR:</b>	<b>OPERATIONS AND FACILITIES</b>

**JOB SUMMARY**

Under specific supervision, the Utility Person performs repairs to and inspections of building structures. Has knowledge in building maintenance adequate to make minor improvements and replacements.

**ESSENTIAL DUTIES:**

- Maintain and replace sinks, toilets, urinals, and drinking fountains;
- Perform repairs to furniture, install or replace the ceiling and floor tile;
- Repair and installation of lighting fixtures, light switches, receptacles, and smoke detectors;
- Perform various painting, spackling, and staining tasks;
- Adjust and make repairs to door hardware including closers and exit devices;
- Perform preventative maintenance on mechanical equipment to include lubrication of pumps and motors, change filters and belts;
- Perform minor maintenance/repairs on Niagara University vehicles to include but not limited to battery changes, lamp, and bulb replacement, etc.;
- Make adjustments and minor repairs to boilers and ventilation systems;
- Perform minor masonry repairs and concrete work;
- Inspect buildings, facilities, and equipment to ascertain required repairs and make recommendations to supervisor;
- Basic computer skills to operate software for automation system – view only;
- Considered essential personnel – which means that this position may be needed at times when the University is closed or in an emergency situation as determined by supervisor;
- Complete all work requests to CMMS on a tablet device. Document time, material, and detailed description of work;
- Maintain confidentiality of information (including but not limited to: proprietary information, student and employee personal information, vendor information, pricing and cost information, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment;
- Performs other duties as assigned

## UTILITY WORKER

### **GENERAL DESCRIPTION:**

#### % of Time

- 40% Complete repair work orders in carpentry, plumbing, and electrical work as requested. Repairs to the residential heating system.
- 20% Perform preventative maintenance on plumbing and heating equipment as assigned
- 15% Install, repair, or replace plumbing, heating, and electrical devices
- 10% Assist other skilled trades personnel as instructed
- 10% Inspect facilities for issues of repair and document findings
- 5% Perform other duties as assigned

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. General knowledge of carpentry, plumbing, electrical, and heating repairs
2. Good mechanical judgment and a working knowledge of general construction principles
3. Knowledge of proper use and maintenance of hand and power tools related to job functions, with or without reasonable accommodations
4. Knowledge of automotive maintenance
5. Ability to communicate effectively orally and in writing
6. Ability to work effectively as an individual or within a team as well as with diverse groups.
7. Ability to work effectively in a service-oriented environment subject to frequently changing priorities.
8. Problem-solving skills and sound judgment in a technical environment
9. Computer skills necessary to use CMMS and Building Automation
10. Ability to work nights, weekends, and evenings as necessary
11. Ability to work overtime to respond to emergencies
12. Ability to adhere to safety procedures in the performance of the job and be conscious of security issues involved in daily routine.
13. Ability to perform all above essential job functions for a minimum of an eight-hour shift, with one-half hour unpaid meal break, without significant risk of serious injury
14. Ability to learn and perform all essential job functions accurately, with minimal direct supervision, within two weeks after the employee begins work
15. Ability to drive a university vehicle for the purpose of university business on a regular basis

**ERGONOMIC REQUIREMENTS:**

The functions of the position are usually performed standing. Some amount of stooping, kneeling, bending, crouching, heavy lifting, climbing ladders, walking, carrying, and other movements may be required. Tasks involving carpentry, plumbing, and electrical work involve extensive wrist and hand movement. The utility person must be able to work from ladders, scaffolds, lifts, and staging; and be able to work in crawl spaces. Under special circumstances, protective equipment and clothing (PPE) may be required. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

**QUALIFICATION STANDARDS**

- 1) A high school diploma is required; otherwise, any combination of education, training, and experience provides the necessary knowledge, skills, and abilities.
- 2) A minimum of five (5) years of experience in building maintenance in a similar environment
- 3) A valid New York State driver's license is required that satisfies both the University and insurance company underwriting rules and regulations for driving a motor vehicle.
- 4) Ability to drive a university vehicle for the purpose of university business on a regular basis.

**ADDITIONAL REQUIREMENT:**

This position has been identified as requiring a cell phone to fulfill job responsibilities. The employee must maintain at all times a personal cell phone for which the University will pay a stipend per policy for usage.

**THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE  
POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date