

BU Job Classification Specification

Job Family: Physical Environment Services	Job Series Title: Maintenance Person Lead	Job Series Code: W20-W25
Job Summary: This series of job classifications describes positions in which the major function is to lead and direct other workers in performing repairs and maintenance tasks.		
Job Title: Maintenance Person III Lead (Premium)		Job Title: Maintenance Person IV Lead (Premium)
Job Classification Code: 7806		Job Classification Code: 7810
Pay Range: A37		Pay Range: A41
Exemption Classification: Non-exempt		Exemption Classification: Non-exempt
Effective/Revision Date: 09/01/2019		Effective/Revision Date: 09/01/2019
Job Responsibilities		Job Responsibilities
• Employees at this level perform a range of light maintenance. • Employees at this level do not have supervisory authority over other employees and are not expected to exercise independent judgment on final decisions regarding quality or quantity of work produced by such employees, or personnel actions such as hiring, promotion, discharge or disciplinary measures.		• Employees at this level perform a range of light maintenance. • Employees at this level do not have supervisory authority over other employees and are not expected to exercise independent judgment on final decisions regarding quality or quantity of work produced by such employees, or personnel actions such as hiring, promotion, discharge or disciplinary measures.
Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.		Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.

• Assign and explain tasks to workers based on instructions specifications received from supervisor • Inspect work for conformance with specifications. • Train employees to meet quality and quantity standards. • Advise supervisor of work progress. • Promote adherence to safety rules. • May perform any of the duties described in the Maintenance Person III Premium specification or other duties as assigned.	• Assign and explain tasks to workers based on instructions specifications received from supervisor • Inspect work for conformance with specifications. • Train employees to meet quality and quantity standards. • Advise supervisor of work progress. • Estimate jobs, determine job scope, and prioritize accordingly. • Plan, schedule, and issue work orders effectively. • Assist managers or employees in solving task-related issues. • Inspect work and jobs for conformity with shop standards and customer requests. • May perform any of the duties described in the Maintenance Person IV Premium specification or other duties as assigned. Plumbing/HVAC Maintenance and Electrical: • Under general supervision, performs journey level plumbing / HVAC maintenance and Electrical work. • Involved with the design/ engineering, installation, maintenance, operation, and repair of plumbing systems, hot water tanks, boilers, heat exchangers, radiators, convectors, valves, hydronic systems and pumps, heating systems of all types, plumbing fixtures of all types, steam systems and equipment, general plumbing and steam utility controls/ systems. • Responsible for the installation of various plumbing and steam systems, fixtures, and equipment to ensure compliance with all regulatory requirements including, UPC, OSHA, and Manufacturer's requirements, standards, and codes. • Maintains and repairs all aspects of plumbing and HVAC such as: boilers, heat controls, heat exchangers, valves, hydronic systems and pumps. • Orders required materials in a timely way, to avoid work order delays/ rescheduling.
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- Maintains Building Automation Systems (BAS) controls, wiring, and system components.

Plumbing

- Inspects and troubleshoots malfunction in plumbing systems.
- Turns systems off safely and makes necessary repairs or notifies supervisor of problem.
- Repairs as needed or notifies supervisor of problem.
- May install and maintain chilled water systems and related equipment, including pumps, valves, tower cells, regulators, coils, and strainers.
- Installs, maintains, and repairs all types of plumbing fixtures and supply lines such as faucets, sinks, bathtubs, toilets, water heaters, and garbage disposals.
- Installs and repairs gas lines and related equipment.
- Installs, cleans, maintains, and repairs sanitary waste lines and storm drainage systems, using hand or power tools.
 - Cuts, bends, solders, threads, and assembles pipes and fittings. Joins pipe by using flanges, fittings solder, glue, or welding.
- Install and repair pipe insulation systems.
- Troubleshoot and correct plumbing systems and gas supply lines
- Will sometimes include surveys of old or defective plumbing systems with estimates material.

Mechanical and HVAC:

- Checks and repairs HVAC systems
- Repairs low pressure hot water and heating boilers
- Repairs and cleans heating system convectors.
- Replace air filters and fan/drive belts
- Lubricates motors and fans
- Cleans and maintains motors and trouble shoot problem equipment
- Bleeds hot water and steam heating systems.
- Completes all preventative maintenance and inspection (PM&I) tasks on HVAC systems as assigned and within the given time line. Steam fitting:

- Basic steam fitting repair and maintenance.

- PM&I tasks as assigned and within the given timeline. Electrical:

- Under general supervision, performs Journey level electrical work involved with the design, installation, maintenance, operation and repair of electrical equipment.
- Replaces switches, receptacles, light fixtures, ballast's, and relamps light fixtures.
- Does electrical repair on motors, switches, and controls. • Makes electrical hook-ups.
- Performs PM&I on electrical equipment. Domestic appliance repairs of stoves and refrigerators.
- Work includes any electrical function as described in the National Electrical Code.
- Work is done on various voltages, 480 amps and under, and distribution systems.
- Perform extensive preventative maintenance, as well as to provide emergency response actions when needed in all areas of responsibility.
- Responds to electrical equipment failures during off hours on a call back basis.

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	• Completes all PM&I tasks required for safe and continuous operation of equipment as assigned and within the given time lines. • Performs Multi-trade repair and maintenance duties as assigned: • Maintains electronic work orders assigned through Mobile device. • Notifies supervisor when follow up work is necessary or additional resources are required. II. Other Responsibilities include but are not limited to: • Estimate jobs, determine job scope, and prioritize accordingly. • Assists in creating new task lists for Preventative Maintenance Program. • Orders materials in a timely manner, to avoid work order delays / rescheduling.
Minimum Education and Experience Required	Minimum Education and Experience Required
• Journey level knowledge equivalent to four years completion in an apprentice program and three years relevant work experience in the following areas: plumbing, steam fitting, and electrical systems, HVAC, and/or general maintenance trades or a combination of equivalent education and work experience.	• High School diploma or equivalent. • Journey level knowledge equivalent to four years completion in an apprentice program and three years relevant work experience in the following areas: plumbing, steam fitting, and electrical systems, HVAC, and/or general maintenance trades or a combination of equivalent education and work experience.
Minimum Qualifications	Minimum Qualifications

• Knowledge and ability to use and work with various and tools materials found in the work place required to complete the task. • Demonstrated strong communication skills (both verbal and written). • Demonstrated ability to follow appropriate protocol to keep all tools, equipment and keys secure at all times.	• Knowledge and ability to use and work with various and tools materials found in the work place required to complete the task. • Working knowledge of Building Automation Systems (BAS), Metasys (Johnson Control Inc.) preferred. • Ability to work independently and with little supervision. • Ability to perform all work is conducted to ensure high quality workmanship to Stanford's standard and all equipment (including electrical systems) is serviced to industry standards. • Ability to read and follow blueprints. • Ability to troubleshoot and correct plumbing systems and gas supply lines. • Ability to install and maintain plumbing equipment, fixtures and appliances. • Ability to install and maintain sanitary waste line drains, and storm drains systems. • Ability to troubleshoot and correct both steam and hot water boiler controls/systems. • Ability to troubleshoot and repair all HVAC equipment. • Skilled in electrical systems and equipment. • Knowledge in basic steam fitting repair and maintenance. • Knowledge in basic hydronic heating hot water and domestic hot water distribution. • Experience working with brass, steel, cast iron, copper, glass and plastic piping. • Knowledge of building codes in the trade. May be called on to help in other trades. • Capable of learning and applying safe work practices and procedures, including but not limited to: Class III asbestos work, proper use and care of respirators, hazardous waste management and handling, lockout tag out procedures, CPR, and chemical safe practices. • Demonstrated strong communication skills (both verbal and written). • Demonstrated ability to follow appropriate protocol to keep all tools, equipment and keys secure at all times.
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	• Responsible for safe work habits and identification and reporting of unsafe conditions are required by law.
Certificates and Licenses Required	Certificates and Licenses Required
• Valid California Non-commercial Class C Driver's license.	• Valid California Non-commercial Class C Driver's license. • EPA Section 608 Technician Certification
• Physical Requirements	• Physical Requirements

• Ability to obtain and maintain a California Non-commercial Class C Driver's License. • Ability to perform heavy manual labor in all types of outside weather conditions. • Constantly stand, walk • Frequently grasp forcefully, lift up to 20 pounds • Occasionally kneel, crawl, twist, bend, stoop, squat, climb (ladders and scaffolds), reach above shoulders, use light/fine grasping, lift 21-40 pounds • Rarely perform seated work, desk based tasks, use a telephone, write by hand sort/file paperwork, scrub, sweep, chop, mix, lift over 40 pounds, • Visual acuity including color vision	• Ability to obtain and maintain a California Non-commercial Class license. • Ability to perform heavy manual labor in all types of outside weather conditions. • Constantly stand, walk • Frequently grasp forcefully, lift up to 20 pounds • Occasionally kneel, crawl, twist, bend, stoop, squat, climb (ladders and scaffolds), reach above shoulders, use light/fine grasping, lift 21-40 pounds • Rarely perform seated work, desk based tasks, use a telephone, write by hand sort/file paperwork, scrub, sweep, chop, mix, lift over 40 pounds, • Visual acuity including color vision
Working Conditions	Working Conditions
• Required to wear appropriate uniform. • Required to wear appropriate Personal Protective Equipment (PPE). • May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. • May be required to work in tight and confined spaces.	• Required to wear appropriate uniform. • Required to wear appropriate Personal Protective Equipment (PPE). • May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. • May be required to work in tight and confined spaces.
Work Standards	Work Standards
• When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr-processes/policiespolicies/labor-relations-collective-bargaining.	• When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr-processes/policiespolicies/labor-relations-collective-bargaining.