BU Job Series Matrix

Job Family: Physical Environment Services	Job Series: Maintenance Person	Job Series Code: W20-W25

Job Series Summary:

This series of job classifications describes positions in which the major function is performing a variety of maintenance duties including plumbing, electrical, mechanical, carpentry, and automotive repair or maintenance. In the entry level positions the employee will be primarily performing routine work procedures with limited direct supervision. As the employees move upward through the classifications they will need to become more skilled in at least some of the trades listed above and require less on-site supervision or inspection. To progress to the upper levels they will have to qualify for journeyman status in one or more trades and be capable of performing work of at least moderate complexity in other trades.

There are four levels in this series: Maintenance Persons I, II, III, and IV. In addition at the II and III levels there is also a Premium classification and an IIII Lead Premium & IV Lead Premium.

Job Title: Maintenance Person I	Job Title: Maintenance Person II	Job Title: Maintenance Person II Premium	Job Title: Maintenance Person III	Job Title: Maintenance Person III Premium	Job Title: Maintenance Person IV
Job Classification Code: 7728	**Job Classification Code: 7736**	**Job Classification Code: 7794**	**Job Classification Code: 7744**	**Job Classification Code: 7802**	**Job Classification Code: 7752**
Pay Range: A24	**Pay Range: A26**	**Pay Range: A29**	**Pay Range: A33**	**Pay Range: A36**	**Pay Range: A39**
Exemption Classification: Non-exempt	**Exemption Classification:** Non-exempt	**Exemption Classification:** Non-exempt	**Exemption Classification:** Non exempt	**Exemption Classification:** Non exempt	**Exemption Classification:** Non exempt
Effective/Revision Date: 09/01/2019	**Effective/Revision Date: 09/01/2019**	**Effective/Revision Date: 09/01/2019**	**Effective/Revision Date: 09/01/2019**	**Effective/Revision Date: 09/01/2019**	**Effective/Revision Date: 09/01/2019**
Job Responsibilities	**Job Responsibilities**	**Job Responsibilities**	**Job Responsibilities**	**Job Responsibilities**	**Job Responsibilities**

• Working under supervision, employees in this classification perform a variety of low level maintenance duties. These duties may involve the use of hand tools or mechanized equipment. • At this level, employees are expected to need little on-site supervision for routine work procedures. More complex work assignments normally require a greater amount of supervision or guidance. • Work may be spot-checked while in progress or inspected upon completion. • May work alone, as a member of a crew (with or without lead responsibility); or under direct supervision of a journey level worker or a supervisor. • May also be assigned to a craft shop, where they function as trades helpers.	• Work under general supervision and perform maintenance duties of moderate complexity. • Perform routine maintenance tasks in one trade area with facility and a minimum of supervision. • Work within prescribed sets of procedures, but may make independent choices between predefined options. • Work may be spot checked while in progress or inspected upon completion. • May work alone, as a member of a crew (with or without lead responsibility) or under general supervision or a journey level worker or a supervisor.	• Work under general supervision and perform maintenance tasks of moderate complexity in two or more trades. • Perform routine maintenance duties in two or more trades with facility and a minimum of supervision. • Work within prescribed sets of procedures, but may make independent choices between predefined options. • Work may be spot checked while in progress or inspected upon completion. • May work alone; as a member of a team (with or without lead responsibility); or under general supervision of a journey level worker or a supervisor.	• Work under general supervision and perform carpentry, automotive and/or maintenance tasks of substantial complexity. • Employees in this classification typically work within prescribed procedures, but may make unique and innovative modifications as necessary to safely and expeditiously discharge their assigned work. • Work may be spot checked while in progress or inspected upon completion. • May work alone, and/or as a member of a crew.	• Work under general supervision and perform plumbing, electrical, HVAC, and/or machinery maintenance tasks of substantial complexity. • Employees in this classification typically work within prescribed procedures, but may make unique and innovative modifications as necessary to safely and expeditiously discharge their assigned work. • Work may be spot checked while in progress or inspected upon completion. • Lay out work, estimate costs. • May work alone, and/or as a member of a team.	• Work under general supervision and perform maintenance tasks of substantial complexity in two or more trades. • Work within prescribed procedures but may make unique and innovative modifications as necessary to safely and expeditiously discharge their assigned work. • Work may be spot checked while in progress or inspected upon completion. • Employees may work alone, or as a member of a crew (with or without lead responsibility).

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Characteristic Duties	Characteristic Duties	Characteristic Duties	Characteristic Duties	Characteristic Duties	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.	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.	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.	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.	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.	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.

• Move furniture and machinery by hand or machine. • Dig and move earth by hand or machine. • Build and repair fences. • Pave and/or patch walkways, repair roadways. • Paint curbs, fire hydrants. • Pick up construction materials at supply houses. • Unclog drains. • Pull electrical cable. • Change engine oil. • Replace spark plugs, distributor points, condenser; air and oil filters. • Relamp buildings. • Replace acoustical tile. • Rough carpentry (i.e., building cement forms, barricades, sawhorses, etc.). • Adhere to safety rules.	Plumbing repair and/or maintenance • Repair faucets, toilets, basins, bathtubs, hot water heaters. • Reinstall or replace hot water heaters, toilets, sinks, garbage disposals. • Cut, bend, solder, and thread pipe • Assemble small water pipe fittings • Bleed hot water and steam heating systems • Repair or replace thermo couples, gas control valves heat exchangers. Electrical repair and/or maintenance • Replace electrical switches, outlets, sockets. • Repair electrical hand tools. • Route conduit • Make electrical hook-ups • Repair small electrical appliances. Mechanical maintenance • Replace fan and drive belts. • Replace air filters. • Lubricate motors and fans. Clean and maintain motors. • Troubleshoot and tag faulty equipment for repair by journey craftsperson. Automotive repair and/or maintenance • Adjust gap clearances on motor intake and exhaust valves. Adjust carburetor. Lubricate vehicles. Swimming pool maintenance	• Must perform tasks of moderate complexity at least 30% time in each of at least two trades for a total of 60% time. • These are the trades as specified in the Maintenance Person II classification, with the exception that Heating and Ventilation Maintenance and Plumbing Maintenance will be considered to be one trade for purposes of this classification. • May perform any of the duties described in the Maintenance Person II specification or other duties as assigned. • Adhere to safety rules.	Carpentry maintenance • Work from blueprints, sketches, or verbal instructions to construct and repair structural woodwork. • Lay out work as required. • Build, repair and install counters, benches, partitions, floors, doors, stairs, ladders, building framework, etc. • May repair and maintain roofs. • Select specified type of lumber or other material. • Shape materials to prescribed measurements. • Install paneling to walls and ceilings. • Fit and install windows, doors, door frames, etc. • Construct concrete forms and pouring chutes, may do some concrete finishing. • Select and install various sound insulation materials. Automotive Maintenance: • Locate, diagnose, and correct common defects in the mechanical, electrical and hydraulic systems of such equipment as: automobiles, motorcycles, trucks (pick-up, high-tower, fork lift, water, and other), construction and maintenance equipment (road grader, road roller, road oiler, chippers, and other), tractors and powered tractor ,	Plumbing Maintenance • Assemble, install and repair pipes, fittings, and fixtures for gas, water, sanitary lines and storm drains. • Bend pipe to required angle. • Join and repair plastic, copper, brass, steel, and cast iron pipe by use of flanges, fittings, solder, caulking, welding, epoxy cement and diversified materials. • Detect and repair malfunctions in plumbing systems. Install and repair gas lines. Heating and Ventilation Maintenance • Perform preventive maintenance and repair on chillers, boilers refrigerators, window air-conditioning units, damper controls and motors, thermostats, ice machines, humidifiers, appliances etc. • Troubleshoot, adjust and repair inoperative systems; • repair and restore to service: thermostat and controls. • Replace refrigerant and lubricate air-conditioning systems. • Test air-conditioning systems to maintain operating efficiency and safety	Carpentry maintenance • Work from blueprints, sketches, or verbal instructions to construct and repair structural woodwork. • Lay out work as required. • Build, repair and install counters, benches, partitions, floors, doors, stairs, ladders, building framework, etc. • May repair and maintain roofs. • Select specified type of lumber or other material. • Shape materials to prescribed measurements. • Install paneling to walls and ceilings. • Fit and install windows, doors, door frames, etc. • Construct concrete forms and pouring chutes, may do some concrete finishing. • Select and install various sound insulation materials. Automotive Maintenance: • Locate, diagnose, and correct common defects in the mechanical, electrical and hydraulic systems of such equipment: automobiles, motorcycles, trucks (pick-up, high-tower, fork lift, water, and other), construction and maintenance equipment (road grader, road roller, road oiler, chippers, and other).

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	• Clean traps • Replace and clean filters • Maintain appropriate chemical levels. Carpentry repair and/or maintenance • Repair and restore furniture. • Repair door jams and stops. • Remove and plane doors to fit. • Replace door locks. • Patch holes in walls and ceilings. • Repair or replace chalkboard. • Paint interior walls, partitions. • Build shelves, bookcases. • Replace broken windows. • May perform any of the duties described in the Maintenance Person I specification or other duties as assigned. • Adhere to safety rules.		• Attachments (flail mowers, front end loader, scraper, backhoe, earth auger, trencher, and others), and diesel standby generators. • May perform routine automotive services and diagnostics. • May perform any of the duties described in the Maintenance Person II specification or other duties as assigned. • Adhere to safety rules.	• May maintain operating efficiency of the cryogenic refrigeration systems of major research machines. • Connect and disconnect pipe lines and fittings and perform general plumbing work as required. • Detect leaks and make repairs • Installation of air-conditioning systems according to specifications. Machinery Maintenance • Repair a variety of equipment and machines such as pumps, fans, blowers, motors, etc. • Diagnose and troubleshoot causes of malfunctions. Dismantle and inspect and test equipment with test instruments. • Fabricate equipment and apparatus according to sketches or verbal instructions. • Perform gas and arc welding on bronze, aluminum, brass, cast iron, and stainless steel. Electrical Maintenance • Maintain light and power circuits, electric motors of various sizes and types, lighting fixtures, communications systems. Test as necessary for short circuits, grounds, and other electrical disorders and take corrective measures as indicated. • Repair or replace defective parts in motors, generators, pumps, storage batteries, change bearings. • Troubleshoot 1 and 3 phase motors. • May perform any of the duties described in the Maintenance Person II	tractors and powered tractor attachments (flail mowers, front end loader, scraper, backhoe, earth auger, trencher, and others), and diesel standby generators. • May perform routine automotive services and diagnostics. • May perform any of the duties described in the Maintenance Person II specification or other duties as assigned. • Adhere to safety rules.

				specification or other duties as assigned. • Adhere to safety rules.	

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Minimum Education and Experience Required	**Minimum Education and Experience Required**	**Minimum Education and Experience Required**	**Minimum Education and Experience Required**	**Minimum Education and Experience Required**	**Minimum Education and Experience Required**
	Two years of actual work experience in the trade. This may include time spent as an apprentice or in vocational training or a combination of equivalent education and relevant experience.	Two years of actual work experience in the trade. This may include time spent as an apprentice or in vocational training or a combination of equivalent education and relevant experience.	Four years' experience in the carpentry automotive and/or general maintenance trades. Sufficient skill and experience to qualify as a journey-level worker in one of the trades. This may include time spent as an apprentice or in vocational training or a combination of equivalent education and relevant experience.	Four years' experience in the plumbing, electrical, HVAC, and/or general maintenance trades. Sufficient skill and experience to qualify as a journey-level worker in one of the trades. This may include time spent as an apprentice or in vocational training or a combination of equivalent education and relevant experience.	Four years' experience in the plumbing, electrical, HVAC, and/or general maintenance trades. Sufficient skill and experience to qualify as a journey-level worker in two or more of the trades. This may include time spent as an apprentice or in vocational training or a combination of equivalent education and relevant experience.
Minimum Qualifications	**Minimum Qualifications**	**Minimum Qualifications**	**Minimum Qualifications**	**Minimum Qualifications**	**Minimum Qualifications**
	• Ability and knowledge necessary to safely and expeditiously perform maintenance duties of moderate complexity in at least one trade area.	• Maintenance Person II Premium has all of the qualifications described in the Maintenance Person II specification plus the following qualifications: • Ability and knowledge necessary to safely and expeditiously perform maintenance duties of moderate complexity in two or more trades.	• Maintenance Person III has all of the qualifications described in the Maintenance Person II specification plus the following qualifications: • Full working knowledge procedures and practices in one of the following trades: carpentry, automotive and/or maintenance • Skilled in the use of the tools, material, and equipment used in these trades. • Demonstrated strong communication skills (both verbal and written). • Basic math and computer skills.	• Maintenance Person III Premium has all of the qualifications described in the Maintenance Person III specification plus the following qualifications: • Full working knowledge of craft procedures and practices in at least two of the following trades. • Must be skilled in the use of the tools, material, and equipment used in these trades. • Demonstrated strong communication skills (both verbal and written).	• Maintenance Person VI Premium has all of the qualifications described in the Maintenance Person III Premium specification plus the following qualifications: • Full working knowledge of craft procedures and practices in at least two of the trades listed in the Maintenance III or Maintenance III Premium classifications. • Demonstrated strong communication skills (both verbal and written).

Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required
Valid California Class C Non commercial Driver's License.	Valid California Class C Non commercial Driver's License.	Valid California Class C Non commercial Driver's License.	Valid California Class C Non commercial Driver's License.	Valid California Class C Non commercial Driver's License.	Valid California Class C Non commercial Driver's License.
Physical Requirements	**Physical Requirements**	**Physical Requirements**	**Physical Requirements**	**Physical Requirements**	**Physical Requirements**
• 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	• 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	• 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	• 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	• 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	• 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

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• 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	• 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	• 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	• 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	• 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	• 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**	**Working Conditions**	**Working Conditions**	**Working Conditions**	**Working Conditions**

May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. Required to wear appropriate uniform. May be required to wear PPE. May be exposed to radiation or electromagnetic fields, lasers, noise >80db, allergens, biohazards, chemicals, asbestos. May work in confined spaces, at heights from 4 to over 10 feet and be exposed to hot and cold temperature extremes.	May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. Required to wear appropriate uniform. May be required to wear PPE. May be exposed to radiation or electromagnetic fields, lasers, noise >80db, allergens, biohazards, chemicals, asbestos. May work in confined spaces, at heights from 4 to over 10 feet and be exposed to hot and cold temperature extremes.	May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. Required to wear appropriate uniform. May be required to wear PPE. May be exposed to radiation or electromagnetic fields, lasers, noise >80db, allergens, biohazards, chemicals, asbestos. May work in confined spaces, at heights from 4 to over 10 feet and be exposed to hot and cold temperature extremes.	May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. Required to wear appropriate uniform. May be required to wear PPE. May be exposed to radiation or electromagnetic fields, lasers, noise >80db, allergens, biohazards, chemicals, asbestos. May work in confined spaces, at heights from 4 to over 10 feet and be exposed to hot and cold temperature extremes.	May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. Required to wear appropriate uniform. May be required to wear PPE. May be exposed to radiation or electromagnetic fields, lasers, noise >80db, allergens, biohazards, chemicals, asbestos. May work in confined spaces, at heights from 4 to over 10 feet and be exposed to hot and cold temperature extremes.	May be required to work overtime, evenings and weekends, including Holidays, sometimes in inclement weather conditions. Required to wear appropriate uniform. May be required to wear PPE. May be exposed to radiation or electromagnetic fields, lasers, noise >80db, allergens, biohazards, chemicals, asbestos. May work in confined spaces, at heights from 4 to over 10 feet and be exposed to hot and cold temperature extremes.
Work Standards	**Work Standards**	**Work Standards**	**Work Standards**	**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	• 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	• 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	• 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	• 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	• 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

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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.ed u/hr-processes policiespolicies/labor-relatio ns collective-bargaining.	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.ed u/hr-processes policiespolicies/labor-relatio ns collective-bargaining.	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.ed u/hr-processes policiespolicies/labor-relatio ns collective-bargaining.	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.ed u/hr-processes policiespolicies/labor-relatio ns collective-bargaining.	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.ed u/hr-processes policiespolicies/labor-relatio ns collective-bargaining.	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.ed u/hr-processes policiespolicies/labor-relatio ns collective-bargaining.