



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Trades/Maintenance Worker 2		6/3/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Classified	12-Months	
Normal Position Work Dates	FLSA	
07/01 - 06/30 (12 Months)	Non-Exempt (Overtime Eligible)	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
1.0	Trades/Maintenance Worker 2	
Department/Division	Work Location	
Facilities Services	Monmouth Campus	
Reports to	Position Number	
Assistant Director	E99233	
Incumbent	Reports to Position Number	
	E99455	

SUMMARY
Please provide brief summary of the position.
The Trades/Maintenance position primarily entails responsibilities in building maintenance and repair, as well as preventative maintenance. The maintenance worker will perform both skilled and semi-skilled tasks across various trades, including but not limited to, building maintenance and repair, HVAC maintenance and repair, and plumbing maintenance and repair. Additionally, the role includes supporting the maintenance of the boiler plant. Typically, the work is conducted independently, without direct oversight from a skilled tradesperson. Facilities Services is a service-oriented organization responsible for the maintenance and operation of the buildings and grounds of Western Oregon University. Our geographic scope encompasses 157 acres and over 60 buildings and facilities, totaling more than 1.3 million square feet. In addition to our primary responsibilities on the Monmouth campus, we also provide services for the facility at 525 Trade Street in Salem, Oregon. Our mission is to ensure a safe, clean, and comfortable environment for students, faculty, and staff to live, learn, and work. We are committed to embracing diversity, equity, and inclusion, and we strive to treat everyone with respect and dignity.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental



45%	Operation and Maintenance, Service and Repairs: Performs service and repairs of all campus buildings and building equipment under Facilities Services including, but not limited to, pumps, motors, HVAC systems, controls, and devices. Assists with the upkeep of building roof systems which include various roof materials, and the cleaning of gutters and drains.	Essential
25%	Preventative Maintenance: Assists with and performs building preventative maintenance including filter replacement, lube, belt, and sheave adjustments and replacements. Does all preventative maintenance on generators	Essential
15%	Plumbing: Assists with minor maintenance and/or repairs such as, but not limited to, plumbing fixtures such as sinks and toilets, piping, P-traps, drain traps, and drain lines, heating and cooling and domestic water lines	Essential
10%	Boilers: Assists with and performs maintenance of all steam plant boilers and auxiliary equipment, traps, controls, and heat exchanges.	Essential
5%	Other Duties as Assigned	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	☒	☐	
Associate degree (A.S., A.A.) or two- year technical certificate	☐	☒	
Bachelor's degree	☐	☐	
Master's degree	☐	☐	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	☐	☐	
Other (explain)	☐	☐	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
General Building Maintenance Experience such as Carpentry, Mechanical, painting, plumbing and or Welding	3-5 Years		

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Excellent Communication	☒	☐	



CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
☐ None			
Driver's license	☒	☐	
Eligibility for Professional license, registration or certification	☐	☐	
Professional license	☐	☐	
Registration	☐	☐	
Certification	☐	☐	

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	☒
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	☐
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	☐
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	☐
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	☐
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	☐

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	☐
If Level 3 or above is selected, please list direct reports:		
Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title	



*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Choose an item.
Impact of Decision Made:	Choose an item.
Autonomy and Discretion:	Choose an item.
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions*
(check all that apply)

- | | |
|---|--|
| ☐ Balancing | ☒ Carrying |
| ☒ Climbing | ☐ Crawling |
| ☒ Crouching/ Stooping | ☒ Driving |
| ☐ Feeling/Handling | ☒ Keyboarding/Computer Use |
| ☒ Personal Protective Equipment | ☒ Pulling/Pushing |
| ☐ Reaching | ☐ Regular interaction with customers |
| ☒ Repetitive movement | ☐ Sitting |
| ☐ Speaking | ☒ Specific Work Schedule |
| ☒ Squatting | ☒ Standing |
| ☐ Telephone Use | ☒ Twisting/Bending |
| ☒ Walking/Running | ☐ Writing |

Typical Working Environment and Hazards*
(check all that apply)

- | | |
|--|---|
| ☐ Normal office environment | ☐ Animals/Wildlife |
| ☐ Chemicals | ☒ Confined Spaces |
| ☒ Darkness/Poor Lighting | ☒ Dust/Fumes |
| ☐ Electrical Hazards | ☐ Explosives |
| ☐ Fire Hazards | ☒ Heights |
| ☐ Human-Source Material (e.g., blood) | ☐ Indoor Temp Extremes (Heat/Cold) |
| ☐ Moving machinery/Heavy Equipment | ☐ Near-Continuous Use of Video Display |



- | | |
|---|------------------------------------|
| ☐ Noise | ☐ Pathogens |
| ☐ Potential Combative Work Environment | ☐ Radiation |
| ☐ Traffic | ☐ Vibration |
| ☒ Weather Extremes | |

Lifting Demands*	Up to 75 pounds
Additional Physical Demands or Work Conditions:	• Requires physical abilities to perform sustained arduous tasks under adverse weather conditions. • Must work in below grade utility tunnel systems. • Must be able to access rooftops, and work from elevated platforms up to 75 feet high. • Must be able to climb stairs, set ladders and scaffolding. • Must be able to lift 75 pounds without assistance. • Must be able to work in dusty, humid, hot, work environments. • Must be able to perform duties while using a respirator and/or protective equipment. • Must be willing to work weekends, holidays, and evening shifts. • Must be available for emergency callbacks and overtime upon request
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:	
Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date



Michael Komes	
Reviewer (VP / Director)	Reviewer Signature / Date
Rebecca Chiles	
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date		
Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
☐ NBAPBUD/NBAPOSN ☐ NBAJOBS ☐ PEAFACT ☐ Electronically Filed			
NOTES:			