



Senior Building Maintenance Worker – 2021-16580-

Updated: Mar 19, 2021

Location: UC Irvine Campus

Job Type:

Department: Engr DO Facilities

Job Opening ID: 16580

Reports To: Director of Facilities

Working Title: Senior Building Maintenance Worker

Department: Engineering DO Facilities

Bargaining Unit: SX

FLSA: Non-Exempt

Payroll Job Code: 008212

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5, M-F

Employee Class: Career

Position Summary:

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research, and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The Samueli School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments: Biomedical Engineering; Chemical and Biomolecular Engineering; Civil and Environmental Engineering; Electrical Engineering and Computer Science; Materials Science and Engineering; and Mechanical and Aerospace Engineering. The School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry and state and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced

Manufacturing and Materials. The Facilities unit supports the needs of the School through the facilities management of assigned space in 12 buildings consisting of approximately 400,000 square feet, which includes buildings shared with other Schools on Campus.

Under the supervision of the Director of Facilities, the Senior Building Maintenance Worker is responsible for performing various skilled and semi-skilled maintenance and repair duties within space assigned to the School of Engineering. Assigned duties within the building trades include: plumbing, electrical, carpentry, painting, flooring and lock repair. Other duties include disassembly, assembly and repair of furniture, equipment and lab equipment.

% OF TIME

ESSENTIAL FUNCTION NUMBER

ESSENTIAL FUNCTIONS

80% 1. BUILDING MAINTENANCE

Repairs or fabricates replacement parts for complex furniture.
Completes minor repairs, fabrication and renovations in carpentry, electrical, plumbing and all other trades as assigned by the supervisor.
Performs minor framing, repair of sheet rock, drywall, paneling and acoustical ceiling tiles.
Applies finishes to wood products as required.
Repair and replace doors, door closing mechanisms and other associated door hardware.
Prepare and install window treatments.
Prepare surfaces for application of paint by masking, patching, sanding, and priming.
Provides touch up painting on surfaces not to exceed two wall surfaces.
Maintains equipment as directed by supervisor.
Operates and maintains spray equipment in the application of texture and paint materials.
Performs troubleshooting, repair and installation of electronic lock systems (i.e. program on-door lock).
Performs basic window and window covering repairs.
Repairs exterior masonry issues, patch and paint stucco surfaces.
Perform concrete patch and repair.
Repairs carpet, vinyl and tile flooring.
Performs preventative maintenance tasks, including but not limited to: filter changes, tools and equipment lubrication, and electric cart maintenance.
Responsible for keeping workrooms and storage rooms in clean and safe order.
Performs general maintenance on electrical carts as needed.
Advises supervisor and assists facilities management in the troubleshooting and repair of building maintenance issue.
Oversees minor repair projects and other assigned projects.
Reports safety related information to the supervisor on a timely basis.
Performs surveys of School building and grounds, identifying maintenance and safety issues
Perform all other duties as assigned by supervisor.

10% 2. ADMINISTRATIVE

Submit work orders to Facilities Management to resolve time sensitive or urgent issues found during the course of job duties.

Serves as the back up in the absence of the Facilities Coordinator to:

Submit all other work orders.

Maintain equipment inventory.

Order supplies, materials, furniture and facilities related items.

Determine and illustrate furniture layouts.

Record and communicate status and completion of daily tasks.

Track and record project updates.

Track expenditures.

10% 3. SUPERVISORY

In conjunction with the Director of Facilities and Facilities Coordinator, oversees and reviews the student employees' assigned tasks.

In the absence of the Director of Facilities and Facilities Coordinator, will review and approve time-sheets.

Compensation Range:

Hourly: \$21.75

Department Website:

<http://engineering.uci.edu>

Required:

Minimum of two years of experience in a broad range of semi-skilled maintenance tasks.

Demonstrated mechanical ability.

Experience in basic arithmetic calculations.

Experience in basic carpentry, electrical, plumbing, and other trades related repairs.

Experience in repairing building finishes, furniture, clean rooms, and equipment.

Ability to work with little direct supervision. Perform light custodial duties.

Experience operating a variety of power tools and hand tools.

Ability to summarize in writing work performed.

Ability to work well with faculty, staff, and students. Experience supervising the work of others.

Experience in relocating, setting up and assembling furniture.

Knowledge of proper and safe working practices in facilities and construction settings.

PHYSICAL AND MENTAL REQUIREMENTS:

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job by using these codes to complete the section below: "C" for constantly; "F" for frequently, "O" for occasionally' "N" for not at all.

PHYSICAL

MENTAL

One the job the employee must:

On the job the employee must be able to:

- | | | | | | |
|---|---|---|----------------|---|--------------------------------|
| F | Bend | O | Sit | F | Read/comprehend |
| F | Squat | F | Stand | O | Write |
| O | Crawl | F | Walk | F | Perform calculations |
| O | Climb | F | Handle Objects | F | Communicate verbally |
| F | Kneel | F | Push/Pull | F | Reason and analyze |
| F | Reach above shoulder level | | | | Other (briefly describe below) |
| O | Use fine finger movement (manual dexterity) | | | | |

Must carry/lift loads of : F Up to 25 lbs; F 25-50 lbs; F Over 50 lbs.

ENVIRONMENTAL WORKING CONDITIONS

Specify the environmental conditions that may be encountered while performing the functions of the job by using these codes to complete the section below: “C” for constantly; “F” for frequently’, “O” for occasionally’ “N” for not at all.

On the job, the employee may encounter:

- | | | | |
|---|----------------------------|---|--------------------------------|
| O | Chemical/Biological Agent | O | Confined Spaces |
| O | Construction Activities | O | Elevated work location |
| O | Contact with water/liquids | O | Radioactive materials |
| O | Drive motorized equipment | O | Temperature variations |
| O | Gas Systems | | Other (briefly describe below) |

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).