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|------------------------|-------------------------|-----------------------------|
|                        |                         | ISSUED: 8/95<br>7/92 & 3/88 |
|                        | SALARY                  | CLASS                       |
| TITLE: <u>Handyman</u> | SCHEDULE: _____         | CODE: <u>AS704</u>          |
|                        | SALARY                  | EEO                         |
| UNION: <u>AFSCME</u>   | GRADE: _____            | CODE: <u>70</u>             |
|                        | FLSA: <u>Non-Exempt</u> | E-CLASS: <u>AS</u>          |

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## **POSITION PURPOSE**

Perform general labor throughout University buildings and campus grounds to assist skilled trades and other unit employees carry out their job assignments.

## **ESSENTIAL JOB FUNCTIONS**

- Assist tradesmen set-up and clean up work areas. Transport very heavy supplies and equipment such as wheelbarrows, bags of cement, lime, drywall, plywood, insulation, etc., paint and tar cans, ladders, tools, etc. to work site; assist in moving non-permanent fixtures and/or furniture and equipment to allow easier access to work surfaces; break cement; dig pits/trenches; lay protective papers and/or tarpaulins; dispose of excess materials and supplies properly; assure job site is neat, orderly and free of unwanted debris. Assist in the dismantling of scaffolding. Perform general clean-up as directed.
- Accompany employees on work assignments upon request. Access job sites which may be above ceilings, on rooftops, behind walls, in crawl spaces, outside buildings, etc.; work at any height from below ground level to several stories high and at any angle; assist tradesman or Operating Engineers with handling of materials, supplies and equipment; escort workmen for safety purposes in tight, high or otherwise dangerous situations; gather tools and other supplies necessary to complete work.
- Maintain equipment for department use. Install and remove appropriate attachments on custodial equipment; perform preventative maintenance on equipment and attachments. Perform routine repairs to all department equipment and attachments; change belts; lubricate; make minor adjustments; clean equipment and attachments. Keep departmental records regarding equipment; track inventory and usage; maintain service logs, record maintenance activities; ensure preventative maintenance is performed timely; notify appropriate parties of need for major repairs or services to be done by others.
- Drive licensed vehicles for University business. Operate trucks, automobiles and hi-low safely; understand and obey all traffic laws. Pick up and deliver packages, supplies, equipment and other matter; transport personnel; transport people to and from job sites on or off campus; run errands; assist in loading and unloading vehicles; change tires; provide pickup/delivery service.

- Maintain all University fire extinguishers. Perform routine inspections on all types of extinguishers; check gauges and/or weight to ensure equipment is filled and in proper operating condition; empty and refill pressurized water equipment; access equipment which may be in classrooms, offices, hallways, stairwells, laboratories, work rooms, etc.; place reserve extinguishers as necessary while permanent equipment is being refilled and/or repaired. Utilize computerized inventory and equipment tags to document action taken.
- Maintain safe working conditions at all times by using supplies and equipment properly and taking necessary precautions. Work outdoors and in inclement weather conditions; perform duties in areas which may contain toxic fumes or agents using appropriate safety equipment and procedures; complete tasks requiring work in different positions and at different angles; transport tools, supplies and equipment to worksites throughout campus, including stairwells, ceilings, basements, rooftops, crawl spaces, mechanical rooms, etc.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to transport and place very heavy supplies, tools and equipment, including hand and power tools, cans of paint and tar, sledge hammers, jack hammers, wheelbarrows, furniture, ladders, sheetmetal, bags of sand, cement, lime, building materials, rubble, etc.
- Ability to access work areas at varying heights and angles from below ground level to several stories high.
- Ability to work in a variety of positions.
- Ability to work in varying environmental and possible hazardous conditions utilizing appropriate safety precautions.
- Ability to follow instruction.
- Ability to maintain, repair and install attachments on full range of custodial equipment.
- Must obtain security clearance.