

		ISSUED: <u>6/92</u> & 3/88
	SALARY	CLASS
TITLE: <u>Lighting Maintenance Technician</u>	SCHEDULE: _____	CODE: <u>AS702</u>
UNION: <u>AFSCME</u>	SALARY	EEO
	GRADE: _____	CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>AS</u>

POSITION PURPOSE

Replace lighting tubes and bulbs in the full range of fixtures found in all buildings, facilities and some outdoor areas of the University.

ESSENTIAL JOB FUNCTIONS

- Remove and replace lighting tubes, bulbs etc. for indoors and certain outdoor fixtures throughout the University. Access lights which may be located at varying heights and at any angle; manipulate fixture as necessary to expose bulb for removal; replace standard lighting tubes, a variety of bulbs and specialty equipment; determine and place appropriate lighting unit in fixture; tag fixtures which will not illuminate new bulbs for attention by an Electrician and note same on work order.
- Access buildings, facilities and or outdoor locations of lighting needing attention. Deliver supplies and equipment such as bulbs, tubes, ladders, etc. to worksite; order replacement lighting equipment to keep buildings stocked with supplies for fixtures; dispose of lighting tubes, bulbs, etc. properly; transport supplies and equipment such as glass tubes and bulbs, 6 and 8 ft ladders, small hand tools, etc. to worksite.
- Set-up and use 6 and 8 ft wooden ladders to access light fixtures at varying heights and at any angle. Use scaffolding as necessary; perform work in crowded corridors, stairwells, classrooms and/or other public areas; utilize dust masks and goggles to replace bulbs from dirty and/or dusty fixtures as appropriate.
- Remove and wash lighting fixtures on request. Follow work orders to determine where fixture needing attention is located; utilize proper tools and methods to safely remove tube, bulb, etc.; clean up glass from broken lighting tubes, bulbs, etc. to ensure the safety of students, staff and visitors.
- Notify supervisor of need for lighting supplies and equipment in buildings. Obtain and restock tubes, bulbs, ladders, etc. for use; document defective lighting fixtures or lighting units over two scaffold lifts high for attention by Electricians; use and maintain supplies and equipment safely.
- Perform other duties as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

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 follow instructions.
- Ability to lift and carry heavy equipment.
- Ability to access different heights and angles using ladders and scaffolding.
- Ability to use small hand tools, e.g. screwdriver, hammer.
- Ability to use and manipulate a variety of equipment and specialty tools and bulbs of varying shapes and sizes.
- Must obtain security clearance.