

# The University of Texas at San Antonio

## Job Description

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Job Title: Maintenance Worker I  
Code: 15290  
Salary Grade: 53  
FLSA Status: Non-Exempt  
Department/Division: Facilities Services  
Reports To: In accordance with departmental policies

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## Summary

- Function: To provide semi-skilled work in the performance of a variety of maintenance and repair tasks in one or more craft areas at an apprentice level.
- Scope: Responsible for a wide variety of installation and maintenance work in several building and mechanical trades areas.

## Duties

- Typical:
  1. Provides semi-skilled work in the performance of a variety of maintenance and repair tasks to include rough painting, paint mixing and color matching; unstopping sinks, commodes, hand basins and sewer lines; assisting in construction, repair and maintenance of wooden items; replacing light bulbs, fuses and makes routine repairs to electrical equipment and apparatus; and trash removal
  2. Complete and compile records, receipts, timesheets, work orders; and researches costs and materials source.
  3. Performs similar skilled and semi-skilled duties in any craft assigned.
  4. Performs other duties as assigned.
- Periodic:
  1. May act as night maintenance person.

## Education

Required	Preferred
High school graduation or GED.	High school graduation or GED, supplemented by vocational or service school training in a particular craft.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of experience in performing semi-skilled maintenance.	Two or more years of experience in the craft area assigned.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Basic knowledge of the equipment and tools of the craft.	A good working knowledge of such equipment and tools.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Some exposure to weather and/or physical hazards.	Mechanical, electrical or other craft hazards.

***Supervision***

<b>Received</b>	<b>Given</b>
Specific instructions from a journeyman or a maintenance supervisor.	May direct the activities of assigned helpers.

***Accuracy***

Proficiency in all phases of duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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