



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: February 5, 2004

Department: Physical Plant

Title: Structural Mechanic

Level: X

FUNCTION

To assist in maintaining a high quality standard pertaining to the structural maintenance and repair of the facilities, fixtures, furnishings and equipment,

To inform the Physical Plant Director and Managers on the immediate conditions of all assigned areas.

Make good practice of the following:

- Perform duties as assigned by Physical Plant Director and Managers.
- Maintain good relations with the students, staff, faculty, and public.
- Being trustworthy and practicing confidentiality.
- Keep personal appearance neat and well groomed.

SOURCE OF SUPERVISION

Manager of Building Trades, Assistant Director and Director of the Physical Plant. All other managers, as needed.

DIRECTION EXERCISED

Directs work of student helpers as assigned; may direct employees in a lower and higher classification on occasion.

DUTIES AND RESPONSIBILITIES

Use the proper equipment, hand and power tools related to the structural maintenance and upkeep of the facilities in a safe and efficient manner to include but not limited to the following: woodworking machines (planers, jointers, shapers, routers, drill press); drills; saws (band saws, cut-off saws, table saws, radial arm saw, miter saw, jig saw); lifts; rig scaffolding; ladders; torches; brushes; rollers; sprayers, and key cutters.

Install, repair, and/or replace carpet, ceramic, tile, wood and other flooring materials as routine maintenance, and for minor construction/renovation projects.

Install, repair and/or replace drop, drywall, spline and other ceiling materials as routine maintenance, and for minor construction/renovation projects.

Install, repair and/or replace block, ceramic, drywall, metal, plaster, prefabricated and other wall materials as routine maintenance, and for minor construction/renovation projects.

Install, repair and/or replace roofing decking and related systems.

Install, repair and/or replace metal and wood doors, frames, glass, screens, door closure devices, panic bar assemblies and other related door hardware materials as routine maintenance, and for minor construction/renovation projects.

Install, fabricate, repair and/or replace cabinets, shelving units, bookcases, benches, and other related structural finished carpentry work as routine maintenance, and for minor construction/renovation projects.

Install, repair, and/or replace windows, frames, glass, screens and other related window hardware.

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Install, repair and/or replace metal, plastic and wood furniture and assemble prefabricated classroom, office and residential furniture.

Perform special applications with formica, metal, plastics and wall coverings.

Prepare equipment, furniture, fixtures and structural surfaces for finishing; washing, scraping, patching, caulking, plastering and other related methods and processes.

Prepare paint, varnishes, lacquers, stains and thinners according to manufactures specifications; mix/match paint for color/shade and apply to prepared surfaces.

Coordinate, investigate and maintain the master key configuration code system; inventory, cut and issue keys per the University Key Policy.

Coordinate, repair, replace, and record key cylinders; repair and replace locks and related locksmith equipment and materials as routine maintenance, and for minor construction/renovation projects.

Maintain accurate records of hardware installations and keys issued to persons and departments in each building. Assist supervisor in maintaining master key systems for the University security. Pick locks for which keys have been lost.

Review and recommend materials, lock systems, door hardware finish, flooring, furniture, and code compliance for campus buildings and projects.

Plan, draw and construct walls, flooring systems, ceiling systems, roofing systems, shelving systems, cabinet and furniture systems as required.

Initiate and maintain material requisitions; provide labor and material costs for assigned work orders.

Perform other duties as assigned, based on the weather conditions and the needs of the University. Such work may include, among other assignments: snow and ice removal; assist other trades employees, and special projects.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. 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 his/her supervision.

Approved: _____

Signature

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JOB QUALIFICATIONS

Graduate from high school or equivalent. Graduate from a technical/trade school with additional related field specialty training (finish carpentry, painting, etc.) and two years experience; or five years actual work experience in the maintenance and upkeep of facilities as a structural mechanic/carpenter or related field; or two years as an apprentice carpenter with two years actual work experience in the maintenance and upkeep of facilities as a structural mechanic/carpenter or related field.

Must be in possession of a valid State of Michigan driver's license, pass a Security background license check which must be kept current at all times. Must possess a telephone and have the ability to work overtime as assigned. Must have current certifications in the following:

- 29 CFR 1910.178, Powered Industrial Trucks
- 29 CFR 1910.147, The Control of Hazardous Energy Sources;
- 29 CFR 1910.66, Powered Platforms for Building Maintenance;
- 29 CFR 1910.146, Confined Space Standard;
- 29 CFR 1910.331, Electrical Safety Related Work Practices and
- a willingness to obtain additional knowledge.

Must possess a basic knowledge of building codes and related fire codes. Must have a good working knowledge of finish carpentry work; fasteners/hardware identification and application; painting applications and processes; key/lock inventory; maintenance and security; the ability to read and interpret blueprints, simple line drawings and specifications with a willingness to obtain additional knowledge. Must understand job safety on the work site in the use of ladders and scaffolding and have a knowledge of safe work practices as applicable to the job being performed.

Must have a good working knowledge of light, medium and heavy duty equipment and the ability to operate such equipment in a safe manner.

PHYSICAL AND MENTAL DEMANDS

Must have adequate health and physical condition to handle heavy manual tasks, ability to hear the conversational voice, with or without a hearing aid as required; ability to speak and be understood, under normal circumstances; full use of arms, hands, legs, and feet, or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 pounds, and the ability to climb and work from ladders and personnel lifts. Ability to do frequent bending and stooping. Ability to work up to 50 feet in height. Must have the ability to be trustworthy and maintain confidentiality. Must have the ability to read and follow written and oral directions. Must have the ability to plan and work well independently, or in a large group.

Department Head Signature

Date

Physical Job Requirements

Job Title Structural Mechanic

Department Physical Plant

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; D = Daily; N/A = Not Applicable or None

D	Climbing and/or standing on ladders	D	Activities requiring quick, repetitive movements (total body)
D	Climbing Stairs	D	Activities requiring quick, repetitive movements (hands only)
D	Reaching	D	Operating cleaning machines
D	Kneeling	O	Stripping and waxing floors
D	Bending/stooping	O	Operating floor buffer
D	Pushing/pulling	O	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	O	Vacuuming carpets
D	Lifting/carrying over 30 lb weights	O	Washing windows, on and off ladder
D	Being on feet all day (8-hour shift)	D	Loading and unloading supplies
N/A	Being seated all day	O	Mopping floors
D	Moving furniture/equipment	O	Sweeping with push brooms
O	Shoveling	O	Dusting furniture
O	Scrubbing furniture	D	Operating hand tools
D	Driving vehicles	O	Driving heavy equipment
D	Operating shop machinery	N/A	Operating kitchen machinery
N/A	Eyes focused on computer screen		Other
N/A	Long hours of travel		Other
D	Walking (indoors, outdoors)		Other