



UNIVERSITY OF DALLAS
Facilities Department



JOB ASSIGNMENTS & REQUIREMENTS
For
SEMESTER STUDENT WORKERS & SUMMER STUDENT EMPLOYEES
Revision 4.0

PREPARED BY:
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Facilities Administration Office Clerk

Administrator: Elaine Sanford
Location: Facilities Office
Contact Phone: (972) 721-5176
Hours available: Twenty (20) to Thirty (30) hours per week
Positions available: One
Scheduled hours: Monday through Friday 08:00 to 17:00

Requirements:

- Students shall be computer literate, & have working experience of *Microsoft Windows*, & *Microsoft Office Suite* programs.
- Ability to speak English clearly in person & over the phone or radio.
- Excellent customer service skills, attention to detail
- Appropriate dress, professional demeanor & confidentiality are required. Students must demonstrate a positive, cooperative attitude at all times and must adhere to a set schedule.
- Must be recommended by the position incumbent or a staff member
- Ability to operate Facilities vehicles

Duties:

- Customer service
- Preparing of general correspondence
- Answering office phones & radios
- Taking & delivering messages
- Filing and secure document disposal
- Picking up & delivering mail
- Entering requests / data into the electronic work order system
- Scanning and copying invoices & billings for input
- Some porter/housekeeping duties
- Other duties as requested by the administrative staff

The administrative student clerk shall assist other crafts as required.

Grounds / Irrigation Support

Staff members in Charge: Jorge Rodriguez - Campus Groundskeeper
Gilberto Moreira - Campus Irrigator
Location: Grounds Shed, Facilities Center
Contact Phone: (972) 721-4086
Hours Available: 30 Hours per week
Positions Available: Two
Scheduled Hours: Monday - Friday 08:00-16:00

Requirements:

- Ability to lift 20 pounds unassisted is required
- Tolerance of heat and the outdoors
- Tolerance of temperature extremes
- Safety consciousness
- Mechanical aptitude
- Previous experience of irrigation systems helpful but not required
- A clean driving record in order to operate Grounds vehicles

Duties:

- Assist the Groundskeeper, & Irrigator with routine landscaping & irrigation duties:
- Pulling trash from outdoors receptacles
- Assist the irrigator with minor excavation and installation of irrigation pipes
- Watering
- Picking up trash from the campus grounds
- Trimming and pruning
- Minor excavation
- Outdoors set up of tents & stages

Grounds workers shall assist other crafts as required.

Custodial & Housekeeping Support

Craft Supervisor: Kurt Crawford - Custodial Supervisor
Location: Custodial Storage Office, Haggard Dock
Contact Phone: (972) 721-4097
Hours Available: 30 hours per week
Positions Available: Varies
Hours Scheduled: Mon.-Fri. 08:00 - 16:00

Requirements:

Students must be able to:

- Climb ladders
- Lift at least 25 pounds unassisted
- Be able to tolerate temperature changes of cool to hot very quickly
- Possess good walking / stair climbing ability
- Possess the ability to stand for prolonged periods of time
- Possess the ability to follow verbal/written instructions in English

Duties:

- Cleaning of classrooms & chalk/dry erase marker boards
- Adjusting classroom clocks
- Sweeping of buildings & entryways
- General cleaning, window washing, dusting, mopping, pulling trash from indoor receptacles, & picking up trash from campus buildings
- Setting up tables chairs & sound equipment for special events
- Moving furniture up and down stairs
- Make ready of dormitory rooms/apartments/housing

Custodial team shall assist other crafts as required.

HVAC / Technical Support

Supervisors: Greg Goodrich - Technical Crew Supervisor
Location: Technical Services Office, Facilities
Contact Phone: (972) 721-5015
Hours Available: 30 hours per week
Positions Available: Varies
Hours Scheduled: 08:00 - 16:00

Requirements:

Students are required to:

- Tolerate heat & uncomfortable environments
- Possess acute safety awareness & awareness of their surroundings
- Possess the ability to climb ladders at least 6 feet tall
- Be able to lift 20 pounds unassisted
- Understand verbal/written instructions in English
- Posses a clean driving record
- Attention to detail, & mechanical aptitude

Duties:

Students will be responsible for:

- Cleaning fan coil units
- Pulling phone cable
- Monitoring gauges
- Changing air filters
- Servicing/repairing phone lines
- Changing light bulbs
- Cleaning boiler rooms
- Assisting the Facilities Technical staff with whatever they need done.

Technical team shall assist other crafts as required.

General Maintenance

Craft Supervisor: Larry Harmon - Structural Crafts Supervisor
Location: Structural Crafts Office, Facilities
Contact Phone: (972) 721-4100
Hours Available: 30 hours per week
Positions Available: Varies
Hours Scheduled: Mon. - Fri. 08:00-16:00

Requirements:

Students must be able to:

- Tolerate heat & uncomfortable environments
- Be in close proximity to chemicals & solvents used to remove paint
- Be around different types of paint
- Be able to climb ladders of 6 feet
- Possess extreme safety awareness and discipline
- Possess a clean driving record
- Be able to lift 20 pounds unassisted
- Have mechanical aptitude
- Be able to follow written/verbal instructions in English

Duties:

Students will assist the General Maintenance crew with:

- Painting
- Carpentry work
- Stripping/prepping surfaces for painting
- Repair of outdoors fencing
- Structural repair in buildings/dormitories
- Hanging of plaques/artwork in offices
- Any duties requested by the Facilities staff

General Maintenance team shall assist other crafts as required.

Job Physicality Requirement Matrix

<i>Job</i>	<i>Environment</i>	<i>Fumes/ Particulate</i>	<i>Noise Levels</i>	<i>Temperature Range</i>	<i>Physical Lifting Demands</i>	<i>Frequency of Lifting</i>	<i>Posture</i>	<i>Mobility</i>	<i>Classification</i>	<i>OSHA Training Compliance</i>
Administration Office Clerk	Indoors primarily Climate Ctrl. Outdoors	Minimum	Minimum 70-100 dB	Climate Adjusted	1-25 Lbs.	Occasionally	Sitting Standing Walking	Bending Kneeling Reaching	Light Work	Hazcom BBP Ergonomics Electrical Safety Fall Prevention
Grounds & Irrigation Support	Outdoors Primarily / Indoors rarely	Moderate to Severe for Allergies Or Particulates	Moderate 80 to 120 dB	Severe Hot to Severe Cold	1-25 Lbs.	Frequently	Standing Walking	Bending Kneeling Stooping Twisting Reaching All planes	Medium Work To Heavy Work	Hazcom BBP Ergonomics Fall Prevention Heat Stress Outdoors Haz Pesticide Safety
Custodial And Housekeeping	Indoors primarily Climate Ctrl. Outdoors	Minimum to Moderate	Moderate 70-120 dB	Moderate Hot To Moderate Cold	1-25 Lbs.	Frequently	Standing Walking	Bending Kneeling Stooping Twisting Reaching All planes	Medium Work To Heavy Work	Hazcom BBP Ergonomics Fall Prevention Heat Stress Fire Safety Electrical Safety
HVAC / Technical	Indoors Outdoors	Moderate to Severe	Moderate 70-120 dB	Moderate Hot to Moderate Cold	1-25 Lbs.	Frequently	Standing Walking	Bending Kneeling Stooping Twisting Reaching All planes	Medium Work To Heavy Work	Hazcom BBP Ergonomics Fall Prevention Heat Stress Fire Safety Electrical Safety

General Maintenance Also Painting Crew	Indoors Outdoors	Minimum To Moderate	Moderate 70-120 dB	Moderate Hot To Moderate Cold	1-25 Lbs.	Frequently	Standing Walking	Bending Kneeling Stooping Twisting Reaching All planes	Medium Work To Heavy Work	Lock Out Tag Out Hazcom BBP Ergonomics Fall Prevention Heat Stress Fire Safety Electrical Safety Machine Guards Walking Surfaces Painting Hazards
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Safety Prohibitions for Student Employees

Facilities student jobs prohibit student employees from climbing to heights greater than six (6) feet while on duty. Students are not authorized to clean commode facilities or to clear out "snake" plumbing fixtures or pipes (*BBP Exposure control, best practices prohibit these types of duties*) that may expose them to human blood, waste, or OPIM. Facilities student jobs also shall not expose student employees to optical hazards such as excessively bright lighting, welding arcs, or lasers. Student employees shall not perform jobs that place them in environments that may pose a respiratory danger to them. Student employees shall not work for the department after 8:00PM at night and never while regular Facilities staff are not actively "on- duty".

Student employees are considered temporary employees by the US Dept. of Labor and OSHA, as such they are required to adhere to Section 29 United States Code § 654,5(b).