Preventive Maintenance Worker

**JOB PURPOSE:**

Performs preventive maintenance work to keep equipment in peak operating condition. Duties may involve water treatment work.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Uses precision testing equipment to perform preventive maintenance activities.

Performs servicing, testing, inspections and repairs on a variety of equipment including HVAC components, electrical equipment, air compressors, cooling towers, hot and cold loops, humidifiers, boilers and chillers.

Changes belts and filters, greases motors, visually checks compressors, pumps, other HVAC equipment, and building systems.

Cleans and lubricates shafts, bearings, gears, and other parts of machinery.

Cleans air handling units, checks fan/blower cfm, checks temperature of bearings, test motors for amperage, voltage and rpms.

Tests emergency generators; inspect components for abnormal wear, check battery level, fuel level, oil level and temperature, run hours, amps, volts and HZ on each phase, battery charger reading and block heater.

May diagnose and remedy heating and cooling problems and malfunctions; troubleshoot supply line and drain problems; uses power auger to clear lines.

May perform water treatments; treats closed loop water systems, cooling towers, chilled water and heating systems by collecting and testing water samples; adds appropriate chemicals to maintain correct levels and balances.

May collect and test water and sewage samples using chemical test equipment; adds chemicals such as ammonia, chlorine, and lime to disinfect and deodorize water and other liquids to condenser system, chilled water system, and heating system.

Maintains accurate records of maintenance activities.

Performs other general building maintenance as assigned.

Drives vehicle as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Ability to use basic hand tools, lubrication equipment, meters, electric hand tools, water tester, pool vacuum, power washer, and water/chemical test kits.

Ability to use basic hand tools.

Some positions may require knowledge of chemical usage and their interactions, danger signs, production techniques and disposal methods.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED.

**Experience:** Two years’ experience in building/facility maintenance and repair or chemical water treatment.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends time both indoors and outdoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.