

	SALARY	& 3/88
TITLE: <u>Lighting Maintenance Technician</u>	SCHEDULE: _____	CLASS
	SALARY	CODE: <u>AS702</u>
UNION: <u>AFSCME</u>	GRADE: _____	EEO
	FLSA: <u>Non-Exempt</u>	CODE: <u>70</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.
- All Lighting Maintenance Technicians are considered to be “Essential Personnel,” and are required to report during a university emergency closure period.

- Perform other duties as assigned.

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.

