

**The University of Winnipeg**  
**Classification Specification**  
**Date: January 18, 2024**  
**Classification: Service Worker III**  
**Unit: IUOE**

In positions at this level, under direction, incumbents perform general maintenance duties and will apply specialized skills in an area of service work that is at a level above the Service Worker 2 Classification. The incumbent may hold additional licenses and certifications.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

### General Maintenance Duties

1. Operates snow removal equipment in the Winter and grounds keeping equipment in the Summer to maintain the safety, appearance, and cleanliness of buildings, entrances, steps, walkways, parking lots, and grounds.
2. Lifts and transports furniture, equipment, boxes, etc. to a variety of locations on campus which may include setups for special events, convocations, registrations, etc.
3. Repairs or installs interior furnishings/finishings (e.g., ceiling tiles, drywall, furniture, carpets, moldings, wall coverings, etc.)
4. May maintain the Department's stock control of general and cleaning supplies and materials.
5. Makes regular inspections for general conditions and fire hazards and takes appropriate action.
6. Uses a computer to retrieve and log Work Orders.
7. Assists in evacuations, according to procedures, in a safe and responsible manner, whenever necessary.
8. Is responsible for security and maintenance of all assigned tools and equipment.
9. Performs carpentry tasks such as minor building renovations, repair and maintenance of structures, and construction of new elements not requiring a building permit.
- 10.

**QUALIFICATIONS REQUIRED** The minimum qualifications necessary for acceptable (satisfactory) performance are:

**Level of Formal Education:** High school completion or acceptable alternative.

**Experience:** Five years of directly related experience in general maintenance including but not limited to: moving, lawn maintenance, snow removal, and a practical knowledge of carpentry, electrical, painting, and plumbing skills, which is required at this level, to support the Facilities Department.

**Skills & Abilities:** Must be able to follow written and verbal instructions in English and communicate effectively to promote cooperation and goodwill with all staff, students, and the public. Must be able to handle and operate the equipment necessary for the performance of duties.

**Physical Requirements:** Must be able to lift and transport heavy items without accident or injury (up to 50 lb.).

**Knowledge/Certification:** Persons responsible for trade work must have a good working knowledge of pertinent trade skills.