



**YOUNGSTOWN  
STATE  
UNIVERSITY**

LETTER OF UNDERSTANDING  
between  
YOUNGSTOWN STATE UNIVERISTY  
AND  
ASSOCIATION OF CLASSIFIED EMPLOYEES (ACE)

In accordance with Article 2, Scope of Unit, Section 2.2, the parties met on **Friday, April 23, 2021** to discuss the classification changes for the **Maintenance Repair Worker** Series. The classification changes are enclosed with this notification and will be updated in the [Classification Plan](#) as well. The details are listed below:

- Maintenance Repair Worker 1 -28 - \$15.75
- Maintenance Repair Worker 2- 49- \$19.54
- Maintenance Repair Worker 3- 59- \$21.24

If applicable, Organizational Development will create a plan to move all existing employees into the above-mentioned classifications and will consult with Union representatives prior to implementation.

This Letter of Understanding shall not establish any precedent for any future situation in which there may be similar circumstances.

For the University:

*Jenn Drennen*

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Jennifer L. Drennen  
Director of Organizational Development

06/29/2021  
Date: \_\_\_\_\_

For the Union:

*Connie L. Frisby*

\_\_\_\_\_  
Connie L. Frisby, President  
YSU-ACE

06/30/2021  
Date: \_\_\_\_\_



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Maintenance Repair Worker Occupation

**CLASSIFICATION CODE/PAY GRADE:**

53111/28

**BARGAINING UNIT:**

ACE

**Maintenance Repair Worker 1**

**SERIES PURPOSE:** The purpose of the Maintenance Repair Worker occupation is to perform unskilled, semi-skilled, and skilled maintenance repair. Duties may involve pipe fitting, boiler repairing, insulating, welding, machining, carpentry, repairing electrical or mechanical equipment, equipment, moving furniture or similar items around campus, installing, aligning and balancing new equipment, and repairing buildings, floors, or stairs.

**CLASS CONCEPT:** The class works under immediate supervision and requires some knowledge of maintenance repair in order to perform unskilled and semi-skilled maintenance repair.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Performs unskilled and semi-skilled minor repair or replacement on doors, windows, walls, steps, floors, and/or gutters; assists skilled maintenance workers and trades persons.

Performs unskilled and semi-skilled minor electrical repairs on bulbs, lighting fixtures, switches, outlets, etc.; assists in skilled electrical repair and/or installation.

Performs unskilled and semi-skilled minor repair of plumbing equipment such as sinks, toilets, faucets, pipes, drains, etc.; assists in skilled repair of steam valves, traps, water lines, pumps, etc.

Paints window frames, tables, and chairs; assists in painting of building interiors, sheds, rooms, and equipment.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: safety practices and procedures pertaining to use of maintenance tools and equipment.

Effective 06/06/2021

Skill in: building and equipment maintenance and repair areas such as electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating; use of associated hand and/or power tools and equipment.

Ability to: apply principles to solve problems involving few variables within familiar context; read and understand simple sentences.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; one (1) year of experience in maintenance repair such as basic electricity, plumbing, carpentry, masonry repair and use of associated hand and power tools and equipment; valid driver's license.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

**VERY HEAVY:** work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** May be exposed to high and low temperatures; may be exposed to weather; may work at considerable heights.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Maintenance Repair Worker Occupation

**CLASSIFICATION CODE/PAY GRADE:**

53112/49

**BARGAINING UNIT:**

ACE

**Maintenance Repair Worker 2**

**SERIES PURPOSE:** The purpose of the Maintenance Repair Worker occupation is to perform unskilled, semi-skilled, and skilled maintenance repair. Duties may involve pipe fitting, boiler repairing, insulating, welding, machining, carpentry, repairing electrical or mechanical equipment, moving furniture or similar items around campus, installing, aligning and balancing new equipment, and repairing buildings, floors, or stairs.

**CLASS CONCEPT:** The class works under general supervision and requires considerable knowledge of maintenance repair in order to perform a variety of semi-skilled and skilled maintenance repair work including plumbing, carpentry, and electrical.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Performs skilled and semi-skilled maintenance, replacement, minor installation and repair of plumbing equipment such as water and steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, bathtubs, heating and air conditioning, piping, drinking fountains, etc.

Performs skilled and semi-skilled maintenance, replacement, minor installation and repair of electrical equipment such as light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, emergency generator, fire alarms, intercoms, autoclaves, incubators, meters, fans, radios, televisions, meters, etc.

Performs carpentry work involving skilled and semi-skilled maintenance, alteration, and/or repair to buildings, equipment, and wooden structures such as doors, windows, walls, woodwork, floors, partitions, stairways, furniture, door closers, etc.; performs spot roof repair and installs security devices, locks, and window air conditioners.

Assists in painting and/or performs minor painting of fixtures, rooms, buildings, signs, and equipment; patches plaster and prepares surfaces for painting; assists in masonry work.

Effective 06/06/2021

Operates machine tools and welding equipment in making repairs to metal parts and equipment; assists in repair and maintenance of interior and exterior maintenance equipment and other specialized equipment.

Performs unskilled and semi-skilled minor repair or replacement on doors, windows, walls, steps, floors, and/or gutters; assists skilled maintenance workers and trades persons.

Performs unskilled and semi-skilled minor electrical repairs on bulbs, lighting fixtures, switches, outlets, etc.; assists in skilled electrical repair and/or installation.

Performs unskilled and semi-skilled minor repair of plumbing equipment such as sinks, toilets, faucets, pipes, drains, etc.; assists in skilled repair of steam valves, traps, water lines, pumps, etc.

Paints window frames, tables, and chairs; assists in painting of building interiors, sheds, rooms, and equipment.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: safety practices and procedures pertaining to use of maintenance tools and equipment.

Skill in: building and equipment maintenance and repair areas such as electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating; use of associated hand and/or power tools and equipment.

Ability to: apply principles to solve problems involving few variables within familiar context; read and understand simple sentences.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; three (3) years of experience in maintenance repair such as basic electricity, plumbing, carpentry, masonry repair and use of associated hand and power tools and equipment; valid driver's license.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

**VERY HEAVY:** work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** May be exposed to high and low temperatures; may be exposed to weather; may work at considerable heights.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Maintenance Repair Worker Occupation

**CLASSIFICATION CODE/PAY GRADE:**

53113/59

**BARGAINING UNIT:**

ACE

**Maintenance Repair Worker 3**

**SERIES PURPOSE:** The purpose of the Maintenance Repair Worker occupation is to perform unskilled, semi-skilled, and skilled maintenance repair. Duties may involve pipe fitting, boiler repairing, insulating, welding, machining, carpentry, repairing electrical or mechanical equipment, moving furniture or similar items around campus, installing, aligning and balancing new equipment, and repairing buildings, floors, or stairs.

**CLASS CONCEPT:** The class works under general direction and requires considerable knowledge of maintenance repair in order to act as a lead worker over lower-level employees and/or perform a variety of semi-skilled and skilled maintenance repair work including plumbing, carpentry, and electrical.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Serves as a lead worker providing work direction and training over lower-level employees.

Inspects buildings and equipment for needed repairs or replacements and performs systematic and routine preventive maintenance as assigned.

Performs skilled and semi-skilled maintenance, replacement, minor installation and repair of plumbing equipment such as water and steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, bathtubs, heating and air conditioning, piping, drinking fountains, etc.

Performs skilled and semi-skilled maintenance, replacement, minor installation and repair of electrical equipment such as light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, emergency generator, fire alarms, intercoms, autoclaves, incubators, meters, fans, radios, televisions, meters, etc.

Performs carpentry work involving skilled and semi-skilled maintenance, alteration, and/or repair to buildings, equipment, and wooden structures such as doors, windows, walls, woodwork, floors,

partitions, stairways, furniture, door closers, etc.; performs spot roof repair and installs security devices, locks, and window air conditioners.

Assists in painting and/or performs minor painting of fixtures, rooms, buildings, signs, and equipment; patches plaster and prepares surfaces for painting; assists in masonry work.

Operates machine tools and welding equipment in making repairs to metal parts and equipment; assists in repair and maintenance of interior and exterior maintenance equipment and other specialized equipment.

Performs unskilled and semi-skilled minor repair or replacement on doors, windows, walls, steps, floors, and/or gutters; assists skilled maintenance workers and trades persons.

Performs unskilled and semi-skilled minor electrical repairs on bulbs, lighting fixtures, switches, outlets, etc.; assists in skilled electrical repair and/or installation.

Performs unskilled and semi-skilled minor repair of plumbing equipment such as sinks, toilets, faucets, pipes, drains, etc.; assists in skilled repair of steam valves, traps, water lines, pumps, etc.

Paints window frames, tables, and chairs; assists in painting of building interiors, sheds, rooms, and equipment.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: employee training and development\*; safety practices and procedures pertaining to use of maintenance tools and equipment.

Skill in: building and equipment maintenance and repair areas such as electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating; use of associated hand and/or power tools and equipment.

Ability to: apply principles to solve problems involving few variables within familiar context; read and understand simple sentences.

(\* ) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; seven (7) years of experience in maintenance repair such as basic electricity, plumbing, carpentry, masonry repair and use of associated hand and power tools and equipment; valid driver's license.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None



**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

**VERY HEAVY:** work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** May be exposed to high and low temperatures; may be exposed to weather; may work at considerable heights.







# Maintenance Repair Worker- Letter of Understanding

Final Audit Report

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