

# **FACILITIES MAINTENANCE SPECIALIST**

## **JOB PURPOSE AND SUMMARY**

The Facilities Maintenance Specialist is a journey level position performing skilled work using standardized practices in one or more of the following trades: electrical, electronic, carpentry, HVAC (heating, ventilation and air conditioning), plumbing and locksmithing. Incumbents are responsible for repair, adjustment, and maintenance of building systems and equipment within their trade. Additionally, the Specialists are responsible for assisting in other trade specialties necessitating broad knowledge, skills and abilities in all areas of building repair and maintenance.

## **CLASSIFICATION DISTINCTIONS**

This is the journey level in the Facilities Maintenance job family. Incumbents work with considerable independence following the standard practices of their trade, insuring that preventive maintenance is performed and that urgent repairs are corrected. Incumbents may guide the work of other Specialists in accomplishing projects within their trade area and may be responsible for training apprentice level Workers. The Specialist level is distinguished from the Worker level in that Specialists are expected to have completed the equivalent of a structured apprenticeship program and, where applicable, to hold the appropriate trade license or card. The Worker level, on the other hand, is part of an in-house apprenticeship program, designed to lead to the Specialist level following the completion of program elements.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Defines, develops and performs preventive maintenance programs for all specialty area equipment and systems within the County buildings.
- Uses complex diagnostic equipment in the detection of system/equipment failure or malfunction.
- Installs and repairs all specialty area systems and equipment within County buildings.
- Maintains records and work reports on all work performed.
- Obtains competitive price quotes, locates vendors, and purchases supplies necessary to maintain inventory and complete assigned projects.
- Designs, engineers, and modifies relevant components of remodel projects within County buildings.

- Works as a part of a team in the design and implementation of remodel projects; may necessitate performing support work within another trade area.
- Provides guidance and training to Workers and other staff within the assigned trade area.
- Reads, understands, and utilizes complicated blue prints, schematics and plans.
- Coordinates with architects, engineers and outside contractors to complete assigned projects.

### **QUALIFICATIONS**

- Completion of a trades apprenticeship program leading to the equivalent of a Journey card or license in the assigned specialty area; and,
- Two years of general experience in building maintenance, construction, or an additional trade.
- Possession of a valid motor vehicle operator's license.
- Ability to pass Sheriff's background clearance prior to employment as required for work performed in the Jail facility.
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of....**methods, tools and materials used in the assigned trade and in commercial building maintenance and repair; preventive maintenance procedures; codes and regulations applicable to the specialty system and building maintenance in general; purchasing and bid requirements; computer systems used in building system diagnosis; occupational hazards and safety precautions associated with the trades.

**Ability to....**view, diagnose and repair a variety of complex equipment within the assigned specialty trade; read building construction plans, blue prints, and equipment instruction manuals; demonstrate sufficient strength, agility and dexterity to perform the work of the position; prepare cost estimates and bid specifications; maintain accurate records; communicate effectively with other encountered in the course of the work; safely use and care for tools and equipment.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Incumbents typically perform physically demanding work involving standing or bending for extended periods of time, climbing ladders, stooping, crawling and working in confined areas, lifting equipment and materials, and working in varied weather conditions.

Essential tasks include using a variety of hand and electric tools and equipment, operating diagnostic and other personal computers, driving a county or personal vehicle, and performing work in potentially hazardous conditions.

Revised 03-03-94  
Office use: 6/22/00