

FACILITIES MAINTENANCE SPECIALIST I/II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs a variety of semi-skilled and skilled tasks in the construction, alteration, maintenance and repair of District buildings and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Facilities Maintenance Specialist job series.

Facilities Maintenance Specialist I is the entry level in the Facilities Maintenance Specialist series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Facilities Maintenance Specialist II is the experienced, journey-level in the Facilities Maintenance Specialist series. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, while exercising discretion and independent judgment within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Facilities Maintenance Supervisor and/or Construction and Maintenance Manager.

Technical and/or functional work direction may occasionally be provided to the Facilities Maintenance Specialist I/II by the Lead Facilities Maintenance Specialist.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Performs a variety of maintenance functions in the areas of carpentry, plumbing, heating and air conditioning, custodial, painting, and minor electrical repair.
2. Inspects air conditioning and heating units to ensure efficient operation; diagnoses electrical and mechanical malfunctions and makes necessary repairs; installs new heating, ventilation, and air conditioning systems.
3. Installs, assembles, relocates, and repairs office equipment, including clocks, appliances, and furniture.
4. Ensures preparedness of meeting rooms, including Board room, and conference rooms as appropriate, including the addition or rearrangement of furniture; set-up, maintains, adjusts and repairs lighting and room thermostats.

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5. Does rough carpentry work associated with the remodeling of offices and buildings, including constructing forms, repairing dry wall, plaster, roofing, doors and broken tiles and repair or replacement of window frames and broken windows; paints, stains, patches, builds and installs furniture and cabinets.
6. Troubleshoots and maintains plumbing systems, toilets, faucets, and drains in building and other District facilities; replaces piping and exercises pumps and valves to flush drainage systems.
7. Performs minor electrical repairs to and including lighting, light fixtures and pumps.
8. Performs duties related to custodial work on the interior and exterior of District facilities including cleaning of room, halls, restrooms, offices and District property.
9. Completes building and site inspections and equipment monitoring and testing associated with a preventive maintenance program; maintains records and makes reports of work conducted or planned.
10. Assists in monitoring and coordinating the work of contracted maintenance services, such as for landscaping, janitorial work, solar heating, or concrete replacement; review and verifies work referenced on contractor invoices.
11. May assist in orienting or training new personnel; makes recommendations on improvements to job procedures.
12. Regular attendance at the work site.

Marginal Functions:

1. Responds to after hour emergencies, as necessary.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods and techniques of skilled and semi-skilled maintenance used in carpentry, plumbing, electrical work, custodial work and heating and air conditioning repair.

Equipment and tools used in the area of work assigned.

Occupational hazards and safe work practices.

Standard maintenance service contracts and invoicing procedures.

Skill in:

The use of hand and power tools.

Driving a District vehicle in a safe manner.

Ability to:

Perform building and equipment maintenance troubleshooting and repair work.

Work independently in the absence of direct supervision.

Perform a variety of manual tasks for extended period of time.

Assist in forecasting equipment replacements needed.

Read building plans and blueprints, electrical schematics, and piping system diagrams.

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Help oversee the work of contracted service providers.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Facilities Maintenance Specialist I

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in carpentry, plumbing, electrical, custodial or heating and air conditioning work.

Education/Training:

Equivalent to completion of the twelfth grade supplemented by completion of a program of instruction at a trade or vocational school in one or more of the skilled trades.

License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

Facilities Maintenance Specialist II

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in carpentry, plumbing, electrical, custodial or heating and air conditioning work.

Education/Training:

Equivalent to completion of the twelfth grade supplemented by completion of a program of instruction at a trade or vocational school in one or more of the skilled trades.

Certificate:

Possession of a valid Refrigerant II certificate issued by the Environmental Protection Agency.

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License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environmental:

Indoor and outdoor environment; exposure to noise, dust, grease, smoke, fumes, solvents, gases and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces;; work at heights.

Physical:

Incumbents require sufficient mobility to walk, stand and sit for prolonged periods of time; frequently stoop, bend, kneel crouch, crawl, climb, reach, and twist; push, pull, lift and/or carry up to 50 pounds and occasionally lift and/or mover over 100 pounds; operate assigned equipment and vehicles ; ability to verbally communicate to exchange information.

Mental:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff and other organizations.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.

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Safety Sensitive Position