

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106495

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005748

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Facility Maintenance Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 7:00 a.m.    TO: 4:00 p.m.    Report in location & work hours subject to change.

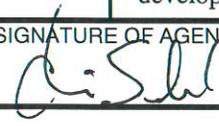
## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Under general supervision performs basic preventative maintenance, repairs &amp; installations: inspects, installs, maintains &amp; repairs electrical wiring systems, fixtures, controls &amp; equipment (e.g., motors; appliances, fans; transformers; heating &amp; cooling equipment; roof top unit exhaust fans; fire &amp; other alarm systems; installs lighting fixtures, light bulbs, ballasts, switches &amp; fuses); installs, modifies &amp; repairs new &amp; existing plumbing (e.g., unclogs commodes, sinks &amp; sewage lines, replaces traps, valves &amp; thermostats, maintains facilities &amp; facilities equipment, checks pipes, plumbing &amp; fixtures for signs of corrosion &amp;/or checks &amp; lubricates pumps &amp; valves &amp; changes filters); perform's routine maintenance &amp; minor repairs to HVAC &amp; mechanical room equipment, security &amp; life safety systems (e.g., changes belts, fluids filters &amp; lubricates equipment); operates, resets &amp; monitors direct-digital automation controls for HVAC &amp; mechanical systems equipment;; assists in inspection of boilers (e.g., cleans &amp; repairs tubes, replaces gaskets, cleans scale &amp; soot from boilers).</p>	<p>Knowledge of (1) preventative maintenance; (2) blueprint reading; (3) safety practices according to OSHA/PERRP standards; (4) software for HVAC &amp; lighting direct digital controls; (5) MSDS guide-lines for chemical safety*; (6) electrical trade; (7) EPA Regulations, Section 608 of Clean Air Act of 1990, policies &amp; procedures relative to local, state &amp; federal regulations (e.g., National Electrical Code NEC); (8) basic plumbing &amp; codes; (9) local, state &amp; federal regulations, policies &amp; procedures (i.e., building codes, Uniform Plumbing Code, National Fire Protection Association NFPA, safety codes, regulations, shop rules &amp; regulations). * Skill in (10) electrical, plumbing &amp; HVAC maintenance; (11) recording &amp; interpreting readings on various equipment; (12) HVAC &amp; facility maintenance computer software; (13) use of plumbing &amp; related maintenance hand &amp; power tools &amp; associated equipment (e.g., welders, pipe cutters, threaders, drain snakes, drain augers, cutting torches, water jets, drills, screw guns, laser, saws etc.) Ability to (14) recognize unusual or threatening conditions &amp; take appropriate action; (15) interpret variety of instructions in written, oral, picture form; (16) add, subtract, multiply &amp; divide; (17) maintain accurate records; (18) work alone on most tasks; (19) cooperate with co-workers on group projects; (20) push, pull, lift or otherwise move up to 50 lbs.; (21) complete routine forms; (22) test/operate emergency generators; (23) respond to systems emergency situations on 24X7 basis; (24) carry cell phone or wear pager.</p> <p>*developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/10/14

April 2.11.14 (ca)

JOB CODE TITLE  
Facility Maintenance Specialist 1

JOB CODE  
53161

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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30	Assists in building, repairing & installing wood products (e.g., cabinets, counter tops, play equipment, doors shelves & bulletin boards); performs & or assists in building maintenance repairs & alterations (e.g., remodels offices, builds partitions, repairs roofs, ceilings, stairs & floors); fabricates, repairs & installs door framing casings, locks, keys & windows; replaces screen & window glass; installs window air conditioners & door closures; reads blueprints; maintains supply inventory & provides recommendations for improved efficiencies; completes logs & miscellaneous reports; operates personal computer to verify data &/or to produce &/or maintain electronic records.	Knowledge of 2, 3, 9, (25) first aid & industrial (e.g. OSHA) safety regulations/procedures pertaining to maintenance duties*; (26) tool uses & safety equipment Skill in (27) operation of hand & power tools (e.g., wrenches, gauges, torch, leak scanner) Ability to 14, 15, 18, 19, (28) move limbs/fingers easily to perform manual functions repeatedly; (29) move whole body in continuous or heavy labor; (30) obtain & maintain a valid driver's license if assigned to operate a vehicle.
20	Assists trade & skilled maintenance personnel (e.g., carpenter, electricians, painter) in maintenance repairs &/or performs building maintenance tasks: completes maintenance, repair & minor installation of electrical equipment; assists in carpentry details; performs painting of fixtures, rooms, buildings, signs & equipment; patches plaster & prepares surfaces for painting; assists in masonry work; inspects buildings, assets & equipment on a continuous basis for needed repairs, replacements, building damage, asset failure or other related maintenance needs; writes work orders & records work performed; attends training as required; uses personal protective equipment as required; operates miscellaneous equipment (e.g., snow & ice removal equipment; grass cutting grounds keeping equipment such as a farm tractor, backhoe; fork lift; articulated boom equipment); installs, re-keys & programs security devices, locks & electronic door-entry systems; other duties as assigned.	Knowledge of 1, 2, 3, 7, 8, 26 Skill in 11, 12, 13, 27, (31) operation of power equipment (e.g., farm tractor, backhoe, fork lift, snow blower) Ability to 14, 15, 17, 19, 20, 21, 26, 28, 29

\*developed after employment.

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Facility Maintenance Specialist 1

JOB CODE  
53161

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*

2/10/14

*Apd 2.11.14 (cc)*