POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005792

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Facility Maintenance Specialist 3	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 06 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 CODE TITLE
Facility Maintenance Specialist 3

JOB CODE
53163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities (KSA)
50	Serves as lead worker over & provides work direction & training to lower-level facility maintenance specialists & other assigned maintenance staff engaged in completing basic & advanced preventative maintenance, inspections, repairs & installation of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & systems: completes advanced preventative maintenance, repairs & installations of electrical wiring systems, plumbing systems, HVAC & mechanical equipment: inspects, installs, maintains & repairs electrical wiring systems, fixtures, controls & equipment (e.g., motors, appliances, fans, transformers, heating & cooling equipment, roof top unit exhaust fans, fire & other alarm systems, lighting fixtures, light bulbs, ballasts, switches, fuses); installs, modifies & repairs new & existing plumbing (e.g., unclogs commodes, sinks & sewage lines; replaces traps, valves & thermostats; maintains facilities & facilities equipment; checks pipes, plumbing & fixtures for signs of corrosion &/or checks & lubricates pumps & valves & changes filters); performs routine inspections of backflow's; performs routine maintenance & minor repairs to HVAC & mechanical room equipment, security & life safety systems (e.g., changes belts, fluid filters & lubricates equipment); operates, resets & monitors direct-digital automation controls for HVAC & mechanical systems equipment; inspects boilers (e.g., cleans & repairs tubes, replaces gaskets, cleans scale & soot from boilers, inspects grates & combustion control equipment); operates low pressure boilers; checks equipment for proper functioning & cleans & maintains boilers & related equipment (e.g., green technology water chemical feeders, oil pumps, electric motors, turbines, air compressors, water regulators, gear boxes, fans, water softeners).	Knowledge of (1) preventative maintenance; (2) blueprint reading; (3) safety practices according to OSHA/PERRP standards; (4) software for HVAC & 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 & procedures relative to local, state & federal regulations (e.g., National Electrical Code NEC); (8) basic plumbing & electrical including codes; (9) local, state & federal regulations, policies & procedures* (i.e., building codes, Uniform Plumbing Code, National Fire Protection Association NFPA, safety codes, regulations, shop rules & regulations). Skill in (10) electrical, plumbing & HVAC maintenance; (11) recording & interpreting readings on various equipment; (12) HVAC & climate control system (e.g., Direct Digital Controls); (13) use of plumbing & related maintenance hand & power tools & associated equipment (e.g., welders, pipe cutters, threaders, drain snakes, drain augers, cutting torches, water jets, drills, screw guns, laser, saws) Ability to (14) recognize unusual or threatening conditions & take appropriate action; (15) interpret variety of instructions in written, oral, picture form; (16) add, subtract, multiply & 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. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	8/19/14

Appd 3.20.14 (ce)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005792

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Facility Maintenance Specialist 3	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 06 Page 2 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 CODE TITLE: Facility Maintenance Specialist 3

JOB CODE: 53163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Performs & inspects building maintenance repairs & alterations (e.g., remodels offices, builds partitions, repairs roofs, ceilings, stairs & floors): performs rough & finish carpentry work to construct, repair & install wood products (e.g., cabinets, counter tops, play equipment, doors, shelves, bulletin boards); 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; independently makes decisions on how to efficiently perform skilled advanced inspections, repairs, preventative maintenance & installations in timely manner.	Knowledge of 2, 3, 9*, (25) first aid & industrial (e.g. OSHA) safety regultions/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); (28) operation of personal computer & related hardwardware/software (e.g., MS Word, Excel, Outlook) Ability to 14, 15, 18, 19, (29) move limbs/fingers easily to perform manual functions repeatedly; (30) move whole body in continuous or heavy labor; (31) 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; participates in committees as assigned; uses personal protective equipment as required; operates miscellaneous equipment (e.g., snow & ice removal equipment; grass cutting grounds keeping equipment (e.g., 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, (32) operation of power equipment (e.g., farm tractor, backhoe, fork lift, snow blower) Ability to 14, 15, 17, 19, 20, 21, 29, 30, 31

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	3-19-14

Appd 3.20.14 [signature]