



FACILITY MAINTENANCE SPECIALIST

4012

GENERAL DESCRIPTION OF CLASS

The FACILITY MAINTENANCE SPECIALIST does a variety of semi-skilled work in the alteration, maintenance, and repair of state buildings and facilities. Employees work in a variety of trade areas including: plumbing, carpentry, painting, plastering, general building maintenance and mechanical repair. Employees in this class may assist a variety of journey level trades people. Depending on the needs of the agency, some employees will work in all of the trade areas while other employees may only work in one specific area.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Carpentry

Install and maintain roofs, siding, floors, walls, windows, shelves, cabinets and appropriate hardware of structures. Adjust functional parts of devices and control instruments, using hand tools, levels, plumb bobs, and straightedges.

2. Painting/Plastering

Clean, prepare and patch basic types of interior and exterior surfaces for painting and coating. Mix, repair, refinish and texture plaster and drywall surfaces. Tape and texture, and patch sheetrock and masonry surfaces. Set up ladders and scaffolding, mask surfaces and apply paint with brushes, rollers and conventional or high volume low pressure spray equipment. Paint and repair roofs, windows, doors, floors, woodwork, plaster, drywall, and other parts of building structures. Do parking lot striping, marking and sign work.

3. Electrical

Troubleshoot, maintain, and repair existing electrical fixtures and equipment. Replace fuses, lamps and ballasts. Work on existing systems such as measuring, and cutting conduit, cutting and connecting wires to install fixtures to switches, outlets, lighting fixtures and power equipment. Maintain and repair parking lot lights by replacing defective fuses, bulbs, wires, timers and transformers. Adjust and clean electric controls. Install new parts in defective appliances.

4. Mechanical Repair

Repair, maintain and do preventative maintenance on kitchen equipment, pumps, compressors, generators and general building and maintenance equipment. Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions. Maintain machinery such as cleaning and lubricating shafts, bearings, and gears.

5. Miscellaneous

Estimate extent of alteration, maintenance or repairs needed and maintain data on cost and timeliness of work. Act as liaison with others involved in project such as state inspectors, representatives of local power companies, city or county road repair crews and other trades people. Monitor and account for inventory of equipment, tools, and supplies. Assist in formulation of contract specifications. Monitor work of contractors. Modify, clean, and maintain pipe systems such as existing sewer and storm systems following specifications and using hand and power tools. Drive trucks to run errands and deliver supplies. Do preventive maintenance through scheduled inspections and servicing of equipment and facilities. Read and work from blueprints, shop drawings, sketches and maintenance and operation manuals to complete assigned tasks.

The duties listed below are for positions that work with adult or youth inmate workers:

Some employees coordinate work flow and assign work to adult or youth inmate workers. Employees direct inmates to follow rules, policies, procedures and security guidelines; instruct and train inmates on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employees evaluate inmate work performance; search inmates and area for contraband; verify and sign inmate time cards; monitor work area for cleanliness and order; and direct inmates in cleaning methods.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular, in-person contact with agency staff, skilled trades' workers, vendors, consultants, project managers and contractors to complete assigned tasks and to coordinate scheduling of projects to avoid the disruption of agency services.

SUPERVISION RECEIVED

Employees in this class receive general instructions from supervisors or managers. Work is assigned verbally or through electronic or written work orders. Work is reviewed in progress and at completion for quality, timeliness, and compliance with fire codes, building codes, and agency regulations, policies, and guidelines.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Techniques and methods of general building maintenance and repair.
Environmental and safety hazards and precautions of various trades and their materials.
The operation and maintenance of equipment and vehicles.
State and local codes related to the work being performed.
Materials, methods, and the tools involved in the construction or repair of buildings such as warehouses or other structures.

Skill to:

Operate and maintain a variety of hand, power and pneumatic tools.
Perform semi-skilled tasks of various trades.
Evaluate information against a set of standards and verify that it is correct.
Identify the nature of repair and maintenance problems.
Talk to others to effectively convey information.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division