

## **FACILITIES MAINTENANCE SPECIALIST TITLE SERIES DEFINITIONS**

### **I. DEFINITIONS**

#### **FACILITIES MAINTENANCE SPECIALIST**

This is general building/grounds mechanical maintenance and repair work of a routine and relatively non-complex nature. These positions perform a variety of tasks of a semiskilled nature, requiring the manual use of tools and some mechanical aptitude. Positions in this title definition spend the majority of their time on the following activities: 1) inspect, maintain and repair specialized equipment, e.g., food service, swimming pools, water softeners, mailing machines, eye wash stations, fire prevention equipment, door closers and fans, custodial equipment. In addition for less than a majority of the time, these positions may be responsible for facilities repair, e.g., general carpentry; concrete/asphalt; maintaining grounds and grounds equipment; plumbing; electrical; mechanical; locks; security systems; and HVAC and monitoring Energy Management System (EMS); or 2) coordinate general mechanical/facilities maintenance and repairs program within an assigned area; leads a crew of workers, and direct students, and/or temporary staff. [Note: A leadworker is an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent employees in the employee's work unit as assigned.] Work is directed by higher level maintenance personnel such as Facilities Maintenance Specialist – Advanced, Building/Grounds Supervisors, etc. Work is performed under general supervision.

Positions are assigned any combination of the following duties:

- Perform routine preventive maintenance and minor repairs to HVAC systems, including their associated controls (e.g., thermostats).
- Maintain and perform minor repairs to water heaters.
- Clean, lubricate and repair swimming pool filters and pumps.
- Maintain and repair kitchen appliances.
- Perform preventative maintenance on mechanical equipment such as motor generators, air compressors, steam pumps and vacuum pumps.
- Regenerate water softeners and replace filters.
- Clean, maintain, adjust and repair a variety of mechanical, automated and electronic mailroom equipment.
- Inspect and test emergency shower and eye wash stations in laboratories.
- Inspect, test and maintain fire extinguishers, fire prevention equipment (e.g., fire hoses, standpipes, etc.)
- Perform preventive and required maintenance on exercise equipment (e.g., exercise bikes, rowing machines, ice skates) and mechanical machinery (e.g., Zamboni, ice edger, floor sweepers, carpet extractors).
- Repair and maintain laundry machinery.
- Coordinate and lead other maintenance personnel i.e., Facility Repair Workers.
- Coordinate and direct other maintenance personnel i.e., students, and/or temporary staff.
- Perform tasks below the Journeyman level in automotive maintenance and repair.

#### **FACILITIES MAINTENANCE SPECIALIST – ADVANCED**

This is advanced level mechanical/facilities maintenance and repair work. Positions in this title definition operate, maintain and make repairs on structural, electrical, plumbing, heating, refrigeration, air conditioning and other mechanical systems and apparatus commonly used in office and institutional buildings/grounds complexes. Work is performed under general supervision.

There are four allocation patterns for this level:

1) Complex Maintenance – employees who repair, maintain and install electrical and electronic equipment; plumbing equipment; various other types of mechanical and related equipment associated with elevators; water systems; kitchen and food service; health care and commercial laundry equipment. In addition, employees perform one or a combination of the following two tasks: operate, service and maintain high pressure boilers and all related equipment; and/or perform preventive maintenance, make repairs and perform minor installations to HVAC equipment. This may include performing technical maintenance a portion of the time and operating all computerized building systems to help identify mechanical malfunctions. **Note:** These positions spend less than 50% of their time on HVAC duties.

2) Lead workers - employees who perform various types of mechanical/facilities maintenance, repair work and function as a lead worker over permanent lower level Facilities Maintenance Specialists and may also lead Facilities Repair Workers. Lead Worker is defined as an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent employees in the employee's work unit as assigned and documented on the work unit's organization chart. Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

3) Specialized Certifications/Licensure – such as Asbestos abatement, wastewater treatment, certified pool operator, etc. These employees spend the majority of their time using their specialized certification/licensure and are required to have this certification/licensure.

4) One person shop - employees who independently coordinate the entire maintenance operation in an institution. Duties include all facilities and grounds maintenance along with all mechanical and/or electrical maintenance. These positions may contract out major projects that are too large and/or too time consuming to maintain themselves. In such a case, the Facilities Maintenance Specialist - Advanced is responsible for coordinating the work of these contractors.

Positions at this level perform the duties of the Facilities Maintenance Specialist, and are also assigned any combination of the following duties a majority of the time:

- Maintain and repair refrigeration and fuel storage units, including pumps and valves.
- Install and repair air conditioners and climate control devices.
- Monitor computerized chemical or environmental control center making adjustments as needed and/or dispatching other mechanics, building trades or other professionals as required.
- Maintain and replace electrical units such as motors, switches, and outlets.
- Replace and rebuild pumps and compressors.
- Repair, enclose, encapsulate or remove asbestos-containing material.
- Function as a lead worker to other Facilities Maintenance Specialists.
- Requisition supplies and recommend equipment for purchase.
- Inspect, maintain and repair wells, pumps and water pressure and distribution systems.
- Design small additions or fixtures to the facility complex such as furniture, storage sheds, foot bridges, etc. by sketching the basic design and listing the materials needed or adapting existing designs to current needs.

- Construct from own sketches or from blueprints submitted by others small additions to the facility complex to expand the operation of the facility.
- Perform repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.
- Maintain the grounds of the facility in a condition that is both aesthetic and safe for others at the facility.
- Operate and maintain the sewage treatment and disposal system for the facility in compliance with state regulations.
- Operate and maintain the water treatment and distribution system for the facility in compliance with state regulations.
- Operate and maintain the facility's furnaces and air conditioning systems to insure they are functioning properly and the facility's buildings are climatically habitual.
- Perform maintenance and minor repairs on equipment used at the facility.
- Prepare and maintain records of activities as required.
- Perform maintenance, inspect, diagnose, repair, troubleshoot, and record keeping of major complex swimming pools and filters.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED POSITIONS**

Facility Repair Worker  
Engineering Specialist  
HVAC/Refrigeration Specialist  
Automotive Equipment Technician  
Mechanician  
Instrument Maker