

FACILITIES REPAIR WORKER TITLE SERIES DEFINITION

I. DEFINITIONS

FACILITIES REPAIR WORKER

This is general maintenance and repair work to facilities, grounds and equipment of a semi-skilled nature. The tasks are routine and non-complex. Positions in this title definition spend the majority of their time on the following activities: 1) inspect, maintain and repair floors, roofs, walls and ceilings including maintaining doors, windows and screens. Employees in this title definition may also inspect, maintain and repair grounds, including parking lots and sidewalks; or 2) function as helpers to craftsmen or assistants to Locksmiths or Facilities Maintenance Specialists. Work is typically performed under the direction of higher level maintenance personnel such as Facilities Maintenance Specialist, Facilities Maintenance Specialist – Advanced, Building and Grounds Supervisors, etc.

Examples of work performed for a majority of the time, but are not limited to the following duties:

- Assemble, install, and/or maintain outdoor furniture (i.e. benches, picnic tables, park and outdoor recreation equipment).
- Assemble office furniture.
- Assist in installation of wall and floor coverings (i.e., wall and floor tiles, carpet, wall base, wall protection).
- Assist in remodeling or improvement projects such as painting, staining, carpentry, cement or masonry work.
- Inspect, maintain and repair parking lots and/or ramps.
- Make and maintain signs.
- Repair windows, screens, walls or furniture.
- Replace light bulbs.

In addition to structural/architectural maintenance and repair work, positions may also perform similar duties to those below, but not for a majority of time:

- Assist in moving various building furnishings (i.e., office furniture, equipment and appliances).
- Assist in preventative maintenance on mechanical systems (i.e., air handling systems, chillers, air compressors and pumps).
- Clean surfaces such as floors, walls, bathroom facilities, windows and furniture using proper cleaning/polishing solutions, brushes, cloths, squeegees and power equipment.
- Perform minor maintenance and repair to small equipment and appliances.
- Perform grounds maintenance such as lawn mowing, landscaping, snow removal, and tree and shrub trimming.

FACILITIES REPAIR WORKER – ADVANCED

This is responsible level facilities repair and maintenance work. Positions perform a variety of tasks of a semi-skilled nature. Work at this level is more complex in nature than at the Facilities Repair Worker level. Positions in this title definition occasionally direct and coordinate the work of other facilities repair

workers, students or temporary staff on projects, but is not considered a leadworker. [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.] Positions at this level may perform limited trades work below the journeyman level. This includes repair or replacement of existing structures or equipment that does not alter or affect the performance of any building system, structure, exterior walls, roof or exits or the fire protection, or construction under guidance of an architect or engineer. Work may include decorative and cosmetic changes within a building and preventative maintenance to driveways, sidewalks and fences. Work is more varied and complex in nature than tasks performed by the Facilities Repair Workers. Work is performed under the general supervision of higher level maintenance personnel or supervisor.

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

- Assemble and fasten material to construct wood or metal framework of structure, using bolts, nails or screws.
- Build forms, and pour and finish concrete floors, foundations, steps, retaining walls, sidewalks and curbs.
- Install partitions and repair furniture, shelves, bookcases, cabinets or desks.
- Operate and maintain equipment such as sanders, hand and table saws, and planers.
- Perform architectural repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.
- Perform carpentry, masonry, painting, electrical and plumbing tasks below the Journeyman level.
- Prepare and maintain records of activities as required.
- Repair and install carpet.
- Requisition supplies and recommend equipment for purchase.

In addition to structural/architectural maintenance and repair work, positions may also perform similar duties to those below, but not for a majority of time:

- Assist Facility Maintenance Specialists or HVAC Specialists with monitoring computerized environmental control center making adjustments as needed and/or dispatching facilities maintenance specialists, building trades or other professionals as required.
- Coordinate and direct other maintenance personnel (i.e.; Facility Repair Workers, students, and/or temporary staff) on projects.
- Operate and perform preventative maintenance on equipment such as tractors, snow removal equipment, dozers, trenchers, sprayers, mowers, etc.
- Perform preventative maintenance and minor repair to mechanical systems (i.e., air handling systems, chillers, air compressors and pumps).
- Perform basic welding and metal cutting tasks below the Journeyman level.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Facilities Maintenance Specialist
HVAC Specialist
Custodian
Laborer
Groundskeeper