

CLASS SPECIFICATION
FACILITIES MAINTENANCE SPECIALIST

PAY GRADE: 54
CLASS CODE: 30003500
EFFECTIVE: February 17, 2021

CLASSIFICATION SUMMARY

This position performs multiple skilled tasks requiring knowledge and training in support of the repair, maintenance, and operation of City buildings and infrastructure. The Facilities Maintenance Specialist operates a variety of hand and power tools in the performance of assigned tasks and requires specialized knowledge and skills in HVAC systems and broad knowledge and skills in multiple crafts and trades including plumbing, mechanical, carpentry, and related facilities trades. The Specialist requires some knowledge of electrical systems and performs related work which does not require an electrical license

DISTINGUISHING CHARACTERISTICS

The Facilities Maintenance Specialist is distinguished from the Facilities Maintenance Technician and Facilities Maintenance Technician Lead in that the Specialist is not required to possess a Limited Maintenance Electrical (LME) license and does not perform work requiring an LME. The Specialist does not have lead duties or schedule the work of others. The Facilities Maintenance Specialist is distinguished from the Facilities Maintenance Technician Apprentice in that the Specialist does not participate in an apprenticeship program.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Performs preventive maintenance to plumbing and mechanical systems and related system components; tests systems' competency and devices and evaluates performance; participates in developing preventative maintenance plans.
2. Operates, maintains, and repairs mechanical systems; troubleshoots total building and/or facility mechanical systems to identify and correct problems; adjusts system performance as needed to account for changes in seasons, space utilization, occupancy, and other facility needs.
3. Repairs and replaces plumbing and mechanical systems and components, including sensors and related hardware and software.
4. Maintains induction and air handling units; cleans and inspects all equipment; maintains and services refrigeration units.

5. Estimates and evaluates project costs; identifies repair and maintenance projects requiring the assistance of contractors or vendors; describes work to be performed, solicits cost estimates and evaluates cost for projects valued at less than prescribed limits; manages the selected contractor's or vendor's work and recommends final payment; assists in the review of new construction or remodel plans to assure compliance with facility maintenance standards
6. Repairs and maintains facilities structures; performs minor repairs to building door hardware, fire, life and safety protection equipment/systems, sprinkler systems, irrigation lines; maintains indoor/outdoor facilities, fans, lights and related; conducts structural inspections for safety.
7. Maintains and monitors building supplies, material, and equipment.
8. Provides technical assistance and makes recommendations.
9. Performs administrative tasks such as maintaining records, attending meetings, timekeeping and training.

SUPERVISION RECEIVED AND EXERCISED

The work of this class is performed under general direction and oversight by a manager or other management-level position.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

Knowledge of: the methods, practices, and tools used in general facility maintenance including, plumbing, mechanical and related hardware and software equipment; facility maintenance hazards and safety precautions, including applicable OSHA standards; installation and maintenance of domestic water, waste water and vent systems; uniform plumbing code; installation and maintenance of irrigation and fire sprinkler systems, plumbing systems, refrigeration and HVAC closed loop systems.

Ability to: work effectively with co-workers in a diverse workforce and respond appropriately to question/concerns from other employees and the public; read and interpret blueprints and schematics.

Skill in: safe and effective application and operation of tools and equipment of the trades; designing and fabricating parts; troubleshooting, diagnosing and performing building maintenance and repairs; keyboarding.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Graduation from high school or G.E.D. equivalent.

AND

Experience: 5 years of professional work experience in HVAC Maintenance or Facilities Maintenance.

OR

Equivalent combination of training and experience.

Special Requirements and/or Qualifications:

- Valid State Driver's License and possession of EPA Section 608 Technician Certification in either type 1 (Small Appliance) **and** 2 (High Pressure Appliance) **or** type 4 (Universal) at time of hire.

Preferred Qualifications:

Certificate of HVAC Completion from 2-year Trade School or Apprenticeship
ORACCA Brazing Certification or Equivalent
State of Oregon back flow tester's/cross connection inspector
State of Oregon's Class 3 Boiler License

Bargaining Unit:

FLSA Status: Non Exempt

HISTORY

Created by Bureau request and approved by Ordinance effective 2.17.2021

Revision Dates: