

FACILITIES SPECIALIST

Position Code: 1432

WC Code: 9015

FLSA Status: Non-Exempt

Pay Grade: 347

Location: Facilities

Approval Date: 2018

General Statement of Duties

A position in this class performs difficult skilled work in connection with a variety of facility maintenance trade assignments, frequently operating specialized and other equipment in connection with the tasks to which assigned; and does related work as required.

Distinguishing Features of the Class

An employee in this classification performs work involving specialized knowledge and skills in trades work such as electrical, mechanical, carpentry, masonry, plumbing and air conditioning. Work is usually performed independently in accordance with general instructions and occasionally includes supervision of skilled and semi-skilled workers and private contractors. The employee provides lead worker guidance in the more complex aspects of the work. This class is distinguished from other maintenance class series in that it performs more complex duties, has some latitude for independent judgment and initiative and performs more advanced or specialized work. Work is performed under the general supervision of the Facilities Supervisor.

Duties and Responsibilities

Performs preventative maintenance on equipment and buildings.

Repairs Town facilities, equipment and buildings.

Monitors contract maintenance personnel, coordinates more complex maintenance and repair work with outside contractors.

Performs basic carpentry, electrical, masonry, mechanical, electronic, and plumbing repair and maintenance work.

Frames and lays out work to perform carpentry tasks; repairs walls and furniture.

Paints offices, furniture, hand railings, building exterior, ceilings, etc.

Repairs plumbing facilities and fixtures.

Pours and finishes concrete; maintains irrigation systems.

Provides lead worker training and guidance to lesser skilled staff in the more complex aspects of the work.

Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of methods, practices and equipment used in facilities management and activities including a variety of building trades work; Town policies, procedures, regulation and codes related to facility maintenance and repair; and, the safe use and operation and preventive maintenance of electrical and mechanical equipment required in the work.

General knowledge of electricity; heating, ventilation and air conditioning systems.

Comprehensive knowledge of preventative maintenance requirements.

Ability to perform a full range or skilled building maintenance and repair work; identify building maintenance needs and take corrective action; work independently in the absence of supervision; repair and maintain a variety of mechanical equipment; read and interpret sketches, drawings, diagrams and blueprints; use a personal computer and appropriate computer software; and establish and maintain cooperative working relationships with those contacted in the course of work.

Physical Requirements

Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.

Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Hearing is required to perceive information at normal spoken word levels.

Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator.

Minimum Education and Experience

An Associate's Degree and three years of directly related experience; or a High School Diploma or GED and five years of directly related experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.