

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Facility Maintenance Specialist

**SERIES NO.:**

5316

**MAJOR AGENCIES:**

ADJ, AGR, COM, DAS, DOT, DPS, DVS, EXP, JFS only

**EFFECTIVE DATE:**

06/30/2013

**SERIES PURPOSE:**

The purpose of the facility maintenance specialist occupation is to ensure that equipment & buildings are operational & efficient in non-correctional &/or non-institutional environments.

At the lowest level, incumbents complete basic preventative maintenance, repairs & installations of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & structural systems. At the middle level, incumbents complete advanced preventative maintenance, repairs & installations of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & structural systems. At the highest level, incumbents serve as lead worker over lower-level facility maintenance specialists & other assigned maintenance staff.

**Note:**

Positions who perform general facility maintenance job duties not requiring instructional hours &/or certification are classified in the Maintenance Repair Worker series, 5311.

For basic preventative maintenance job duties, refer to job duties in order of importance component of this classification specification for Facility Maintenance Specialist 1, 53161.

For advanced preventative maintenance job duties, refer to job duties in order of importance component of this classification specification for Facility Maintenance Specialist 2, 53162.

This classification is for use by the Adjutant General, Agriculture, Administrative Services, Commerce, Expo Commission, Job & Family Services, Public Safety, Transportation & Veterans Services only.

**CLASS TITLE**

Facility Maintenance Specialist 1

**CLASS NUMBER**

53161

**PAY RANGE**

07

**EFFECTIVE**

06/30/2013

**CLASS CONCEPT:**

The first full performance level class works under general supervision & requires considerable knowledge of addition, subtraction, multiplication, fractions & percentages, carpentry, electrical, plumbing & mechanical trades & safety practices in order to complete basic preventative maintenance, repairs & installations of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & structural systems as listed in paragraph one on page 2.

**CLASS TITLE**

Facility Maintenance Specialist 2

**CLASS NUMBER**

53162

**PAY RANGE**

09

**EFFECTIVE**

06/30/2013

**CLASS CONCEPT:**

The second full performance level class works under general direction & requires considerable knowledge of addition, subtraction, multiplication, fractions & percentages, carpentry, electrical, plumbing & mechanical trades, safety practices & blueprint reading in order to complete advanced preventative maintenance, repairs & installations of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & structural, security & life-safety systems & install, operate & maintain electronic equipment & sustainable/green building systems including direct digital control, air quality & lighting sensors, telecommunication/data, security & computerized building maintenance & automation systems as listed in paragraph one on page 4.

**CLASS TITLE**

Facility Maintenance Specialist 3

**CLASS NUMBER**

53163

**PAY RANGE**

11

**EFFECTIVE**

06/30/2013

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of addition, subtraction, multiplication, fractions & percentages, carpentry, electrical, plumbing & mechanical trades, safety practices & blueprint reading in order to serve as lead worker & provide work direction & training over lower-level facility maintenance specialists & other assigned maintenance staff engaged in completing basic & advanced preventative maintenance, repairs & installation of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & structural, security & life-safety systems.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Facility Maintenance Specialist 1	53161	06	06/30/2013	07

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Completes basic preventative maintenance & repairs on building systems: installs & replaces lighting fixtures, light bulbs, ballasts, switches, receptacles & fuses, performs basic wiring of single & three-phase motors, performs minor repair & installation of plumbing fixtures (e.g., sewer lines; toilets; valves; sinks; radiators; cuts, solders & threads pipes; unclogs drains & toilets; greases motors; turns on water; drills or chisels holes in walls), assists higher-level workers in performance of advanced maintenance tasks, cleans plumbing shop & work areas, assists higher-level workers with operation & maintenance of low pressure boilers (e.g., cleans & repairs tubes; replaces gaskets; cleans scale & soot from boilers; checks grates & combustion control equipment; checks equipment for proper functioning), assists higher-level workers & cleans boilers & related equipment (e.g., feed water pumps; oil pumps; electric motors; turbines; air compressors; water regulators; gears boxes; fans; water softeners) & performs minor repairs & routine preventative maintenance to HVAC & mechanical room equipment (e.g., changes belts, fluids, filters & lubricates equipment; assists higher-level workers in performing repairs to HVAC & mechanical room equipment).

Assists in building, repairing & installing wood products (e.g., cabinets; shelving units; picture frames; wall plaques; signs; windows & doors; partitions; furniture).

Performs &/or assists others in performing maintenance &/or building repairs (e.g., erects walls; plasters, pours & finishes concrete; installs & finishes drywall surfaces; sets up & dismantles display exhibits); performs support duties in shop (e.g. cleans & oils tools &/or shop machinery; sweeps floors; stocks supplies & takes inventory; erects machinery; repairs equipment; performs miscellaneous duties (e.g., operates snow & ice removal equipment, groundskeeping equipment such as farm tractor, backhoe, fork lift & boom equipment); installs, re-keys & programs locks & electronic door-entry systems; operates personal computer to verify data &/or to produce &/or maintain work records; completes written work orders; independently makes decisions on how to efficiently perform assigned basic repairs, preventative maintenance & installations; meets with agency personnel to gather information on maintenance problems; informs other state workers of maintenance plans; advises agency personnel on prevention of maintenance breakdowns; performs repairs & prevention maintenance in timely manner.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition, subtraction, multiplication & division; safety practices (i.e., OSHA/PERRP). Skill in carpentry, electrical/electronics, plumbing & mechanical trades; use of hand/power tools associated with carpentry, electrical, plumbing & mechanical trades; operation of personal computer\*. Ability to carry out instructions in oral, written or pictorial form; read & comprehend information in common sentences with concrete vocabulary; read, copy & complete records; stand, walk & bend continuously; lift up to 100 lbs. repeatedly; move limbs & fingers easily to perform manual functions repeatedly; move entire body in continuous or heavy labor.

(\* Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Successful completion of post-secondary training in facilities maintenance technology, industrial trades technology or comparable training program; 1 yr. exp. in construction/building maintenance that included carpentry, electrical, plumbing & HVAC.

For positions in Department of Agriculture, successful completion of post-secondary training in facilities maintenance technology, industrial trades technology training program which must include training in polypropylene welding and basic commercial refrigeration systems; 1 yr. exp. in basic laboratory equipment repairs such as autoclave, deionized water systems and laboratory exhaust hoods.

**Note:** if position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle must have valid driver license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Completion of OSHA 10-Hour Construction Safety Certification Course. Renewal of appropriate driver license if required for assigned position.

**UNUSUAL WORKING CONDITIONS:**

Works indoors & outdoors; exposed to dirt, dust, grease, unpleasant weather, loud noises, hot & confined work areas & high voltage; may be exposed to burns, cuts, bruises & electrical shock; may work on scaffolding or extension ladder; may be required to travel overnight; may work varied hours, including overtime & responding to after-hours call back situations.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Facility Maintenance Specialist 2	53162	06	06/30/2013	09

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Completes all of following advanced preventative maintenance, inspections, repairs & installations: inspects, installs, maintains & repairs electrical wiring systems, fixtures, controls & equipment (e.g., motors; appliances; fans; transformers; heating & cooling equipment; bio safety fume hoods; laboratory equipment; roof top unit exhaust fans; fire & other alarm systems; elevators & switches; installs & replaces lighting fixtures, light bulbs, ballasts, switches & fuses), installs, modifies & repairs new & existing plumbing (e.g., unclogs commodes, sinks & sewage lines; replaces traps, valves & thermostats; maintains building facilities & equipment; checks pipes, plumbing & fixtures for signs of corrosion &/or checks & lubricates pumps & valves & changes filters), performs routine maintenance for back flow prevention systems & specialized plumbing (e.g., RO piping & acid resistant piping), operates polypropylene welder for RO water, performs minor repairs & routine preventative maintenance to HVAC & mechanical room equipment, security & life-safety systems & sustainable/green building technology systems (e.g., changes belts, fluids filters & lubricates equipment), operates, resets & monitors direct-digital automation controls for HVAC & mechanical equipment systems, & sustainable/green building technology systems; performs repairs to HVAC & mechanical room equipment, inspects boilers (e.g., cleans & repairs tubes; replaces gaskets; cleans scale & soot from boilers; inspects grates & combustion control equipment), operates low-pressure boilers, checks equipment for proper functioning & cleans & maintains boilers & related equipment (e.g., feed water waters; oil pumps; electric motors; turbines; air compressors; water regulators; gear boxes; fans; water softeners) .

Performs rough & finished carpentry work to construct, repair & install wood products (e.g., cabinets; counter tops; play equipment; doors; shelves & bulletin boards); performs & inspects building maintenance repairs & alterations (e.g., remodels offices; builds partitions; repairs roofs, ceilings, stairs & floors); fabricates, repairs & installs door framing, casings, locks, keys & windows; replaces screen & window glass; installs window air conditioners & door closures; reads blueprints.

Performs other miscellaneous support duties (e.g., assists other trade workers; makes minor repairs on steam lines; digs ditches for pipe installation); operates miscellaneous equipment (e.g., snow & ice removal equipment; grass cutting grounds keeping equipment such as farm tractor; backhoe; fork lift; articulated boom equipment); installs, re-keys & programs security devices, locks & electronic door-entry systems.

Performs support duties (e.g., cleans shop & work area; oils & cleans equipment; sharpens tools; repairs toilets; builds concrete forms; paints; moves furniture); maintains supply inventory & provides recommendations for improved efficiencies; completes logs & miscellaneous reports; operates personal computer to verify data &/or to produce &/or maintain electronic work records; independently makes decisions on how to efficiently perform assigned skilled advanced inspections, repairs, preventative maintenance & installations in timely manner; meets with agency personnel to gather information on maintenance problems; informs other state workers of maintenance plans; advises agency personnel on prevention of maintenance breakdowns.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition, subtraction, multiplication, fractions & percentages; safety practices (i.e., OSHA/PERRP); building construction documents (e.g., blueprint reading); digital controls & circuitry, green building technologies & telecommunications systems\*; inventory control. Skill in carpentry, electrical, plumbing & mechanical trades; use of hand/power tools associated with carpentry, electrical, plumbing & mechanical trades; use of tools & associated equipment to install, maintain & repair equipment; performing minor welding operations; operation of personal computer\*. Ability to understand system of mechanical procedures (e.g., wiring, plumbing, heating, carpentry); read & comprehend information in short sentences with concrete vocabulary; read, copy & complete records; understand various local, state, federal OSHA regulations relating to carpentry, electrical & mechanical trades; understand technical manuals & instructions; cooperate with others on group projects; stand, walk & bend continuously; lift up to 100 lbs. repeatedly; move limbs & fingers easily to perform manual functions repeatedly; move entire body in continuous or heavy labor.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Successful completion of post-secondary training in facilities maintenance technology, industrial trades technology or comparable training program; 3 yrs. exp. in construction/building maintenance that included carpentry, electrical, plumbing & HVAC.

For positions in Department of Agriculture, successful completion of post-secondary training in facilities maintenance technology, industrial trades technology training program which must include training in polypropylene welding and basic commercial refrigeration systems; 3 yrs. exp. in basic laboratory equipment repairs such as autoclave, deionized water systems and laboratory exhaust hoods.

**Note:** if position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle must have valid driver license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Completion of OSHA 10-Hour Construction Safety Certification Course. Renewal of appropriate driver license if required for assigned position.

**UNUSUAL WORKING CONDITIONS:**

Works indoors & outdoors; exposed to dirt, dust, grease, sawdust, fumes, unpleasant weather, loud noises, hot & confined work areas & high voltage; may be exposed to burns, cuts, bruises & electrical shock; may work on scaffolding or extension ladder; may require overnight travel; may work varied hours, including overtime & responding to after-hours call back situations.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Facility Maintenance Specialist 3	53163	06	06/30/2013	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as lead worker over & provides work direction & training to lower-level facility maintenance specialists & other assigned maintenance staff engaged in completing basic & advanced preventative maintenance, inspections, repairs & installation of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & systems.

Inspects, installs, maintains & repairs electrical wiring systems, fixtures, controls & equipment (e.g., motors; appliances; fans; transformers; heating & cooling equipment; bio safety fume hoods; laboratory equipment; roof top unit exhaust fans; fire & other alarm systems; elevators & switches).

Inspects, installs, modifies & repairs new & existing plumbing (e.g., unclogs commodes, sinks & sewage lines; replaces traps, valves & thermostats; installs & maintains building facilities & equipment; inspects pipes, plumbing & fixtures for signs of corrosion &/or inspects & lubricates pumps & valves & changes filters); performs routine maintenance for backflow prevention systems & specialized plumbing (e.g., RO piping & acid resistant piping; operates polypropylene welder for RO water).

Performs minor repairs & routine preventative maintenance to HVAC & mechanical room equipment (e.g., changes belts, fluids, filters & lubricates equipment); operates, programs, resets &/or adjusts computer controls for HVAC & mechanical equipment systems; inspects & repairs boilers (e.g., cleans & repairs tubes; replaces gaskets; cleans scale; cleans soot from boilers; inspects grates & combustion control equipment); operates low-pressure boilers ; checks equipment for proper functioning; cleans & maintains boilers & related equipment (e.g., oil pumps; electrical motors; turbines; air compressors; water regulators; gear boxes; fans; water softeners); maintains logs.

Designs, fabricates, repairs & installs wood products (e.g., cabinets; counter tops, partitions; shelves & signs); makes repairs & alterations to buildings (e.g., floors; stairs; door frames; windows; walls; rafters & roofs); performs rough & finished carpentry work using hand & bench tools; sharpens saws & tools; performs administrative duties related to carpentry (e.g., prepares cost estimates; orders supplies, materials & equipment; reads blueprints; keeps inventory of tools & materials; keeps time, materials, work & job records).

Operates personal computer to verify data &/or to produce &/or maintain work records & prepare reports; serves as lead worker over temporary workers hired through employment agencies to perform seasonal work (e.g., mow grass); independently makes decisions on how to efficiently perform assigned advanced repairs, inspections, preventative maintenance & installations; meets with agency personnel to gather information on maintenance problems; informs other state workers of maintenance plans; advises agency personnel on prevention of maintenance breakdowns; performs repairs & prevention maintenance in timely manner.

Operates miscellaneous equipment (e.g., snow & ice removal equipment; grass cutting equipment; farm tractor; backhoe; fork lift; articulated boom equipment).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of facility maintenance; safety practices (i.e., OSHA/PERRP); building construction documents (e.g., blueprint reading); digital controls & circuitry, green building technologies & telecommunications systems\*; inventory control. Skill in carpentry, electrical, plumbing & mechanical trades; use of hand/power tools associated with carpentry, electrical, plumbing & mechanical trades; use of tools & associated equipment to install, maintain & repair equipment; maintaining & repairing equipment; performing minor welding operations; operation of personal computer\*. Ability to understand system of mechanical procedures (e.g., wiring, plumbing, heating, carpentry); define problems, collect data, establish facts & draw valid conclusions; read & comprehend information in short sentences with concrete vocabulary; read, copy & complete records; understand various local, state, federal OSHA regulations relating to carpentry, electrical & mechanical trades; understand technical manuals & instructions; cooperate with others on group projects; stand, walk & bend continuously; lift up to 100 lbs. repeatedly; move limbs & fingers easily to perform manual functions repeatedly; move entire body in continuous or heavy labor.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in facility or industrial maintenance; 4 yrs. exp. in construction/building maintenance that included carpentry, electrical, plumbing & HVAC.

-Or successful completion of post-secondary training in facilities maintenance technology, industrial trades technology or comparable training program; 5 yrs. exp. in construction/building maintenance that included carpentry, electrical, plumbing & HVAC.

For positions in Department of Agriculture, completion of associate core program in facility or industrial maintenance which must include training in polypropylene welding and basic commercial refrigeration systems; 4 yrs. exp. in basic laboratory equipment repairs such as autoclave, deionized water systems and laboratory exhaust hoods.

-Or successful completion of post-secondary training in facilities maintenance technology, industrial trades technology training program which must include training in polypropylene welding and basic commercial refrigeration systems; 5 yrs. exp. in basic laboratory equipment repairs such as autoclave, deionized water systems and laboratory exhaust hoods.

**Note:** if position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle must have valid driver license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Completion of OSHA 10-Hour Construction Safety Certification Course. Renewal of appropriate driver license if required for assigned position.

**UNUSUAL WORKING CONDITIONS:**

Works indoors & outdoors; exposed to dirt, dust, grease, sawdust, fumes, unpleasant weather, loud noises, hot & confined work areas & high voltage; may be exposed to burns, cuts, bruises & electrical shock; may work on scaffolding or extension ladder; may require overnight travel; may work varied hours, including overtime & responding to after-hours call back situations.