

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

Laboratory Facility Maintenance Specialist

SERIES NO.:

5316

MAJOR AGENCIES:

Agriculture only

EFFECTIVE DATE:

4/30/2006

SERIES PURPOSE:

The purpose of the facility maintenance specialist occupation is to ensure that equipment & buildings are operational & efficient.

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

Note:

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 skilled 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 Ohio Department of Agriculture only.

CLASS TITLE

Laboratory Facility Maintenance Specialist 1

CLASS NUMBER

53161

PAY RANGE

07

EFFECTIVE

4/30/2006

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 & systems as listed in paragraph one on page 3.

CLASS TITLE

Laboratory Facility Maintenance Specialist 2

CLASS NUMBER

53162

PAY RANGE

09

EFFECTIVE

4/30/2006

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 skilled preventative maintenance, repairs & installations of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & systems as listed in paragraph one on page 5.

CLASS TITLE

Laboratory Facility Maintenance Specialist 3

CLASS NUMBER

53163

PAY RANGE

11

EFFECTIVE

4/30/2006

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 engaged in completing basic & skilled preventative maintenance, repairs & installation of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & systems.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Laboratory Facility Maintenance Specialist 1	53161	06	4/30/2006	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: installs & replaces lighting fixtures, light bulbs, ballasts, switches & fuses, 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 plumbing tasks, cleans plumbing shop & work areas, assists higher-level workers with operation & maintenance of high & low pressure boilers (i.e., carrying pressure over 15 pounds per square inch) (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; sets up & dismantles display exhibits); performs supports duties in shop (e.g. cleans & oils shop machinery; sweeps floors; stocks supplies & takes inventory; erects machinery; repairs equipment; performs miscellaneous duties (e.g., operates snow & ice removal equipment, grass cutting equipment, farm tractor, backhoe, fork lift & boom equipment); 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. Skill in carpentry, electrical, 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, copy & figure 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:

2 yrs. exp. in carpentry, electrical, plumbing & HVAC; completion of 228 hours instruction as follows: 12 hours in air handles; 18 hours basic electricity; 18 hours in safety procedures; 36 hours in troubleshooting; 36 hours in boiler operation; 48 hours in arc welding; 60 hours motor controls. Formal education in addition, subtraction, multiplication & division & in writing common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

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.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Laboratory Facility Maintenance Specialist 2	53162	06	4/30/2006	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 skilled preventative maintenance, repairs & installations: 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 (e.g., changes belts, fluids filters & lubricates equipment), operates, resets & checks computer controls for HVAC & mechanical equipment systems; assists higher-level workers in performing repairs to HVAC & mechanical room equipment, inspects boilers (e.g., cleans & repairs tubes; replaces gaskets; cleans scale & soot from boilers; checks grates & combustion control equipment), operates high & low-pressure boilers (i.e., carrying pressure over 15 pounds per square inch), 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; Formica tops; play equipment; doors; shelves & bulletin boards); makes 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 equipment; farm tractor; backhoe; fork lift; articulated boom equipment).

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; completes logs & miscellaneous reports; operates personal computer to verify data &/or to produce &/or maintain work records; independently makes decisions on how to efficiently perform assigned skilled 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.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication, fractions & percentages; safety practices; blueprint reading; 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 solve practical problems; carry out instructions in oral, written or pictorial form; read & comprehend information in short sentences with concrete vocabulary; read, copy & figure 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:

4 yrs. exp. in carpentry, electrical, plumbing & HVAC; formal education in addition, subtraction, multiplication & division & in writing common English vocabulary; completion of 480 hours instruction as follows: 12 hours in air handlers; 18 hours in basic electricity; 18 hours in safety; 36 hours in troubleshooting; 36 hours in boiler operation; 48 hours in arc welding; 60 hours in motor control; 36 hours in industrial blueprint reading; 48 hours in plumbing; 48 hours in basic hydraulics & pneumatics; 48 hours in HVAC; 72 hours in mechanical training.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

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.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Laboratory Facility Maintenance Specialist 3	53163	06	4/30/2006	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 engaged in completing basic & skilled preventative maintenance, repairs & installation of electrical wiring systems, fixtures & controls, plumbing systems, HVAC & mechanical equipment & systems.

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, modifies & repairs new & existing plumbing (e.g., unclogs commodes, sinks & sewage lines; replaces traps, valves & thermostats; installs & maintains building facilities & equipment; checks pipes, plumbing & fixtures for signs of corrosion &/or checks & lubricates pumps & valves & change 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; checks grates & combustion control equipment); operates & repairs high & low-pressure boilers (i.e., carrying pressure over 15 pounds per square inch); 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; Formica 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 skilled 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.

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 management; safety practices; blueprint reading; 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 solve practical problems; carry out instructions in oral, written or pictorial form; read & comprehend information in short sentences with concrete vocabulary; read, copy & figure 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 management; 4 yrs. exp. in carpentry, electrical, plumbing & HVAC.

-Or 6 yrs. exp. in carpentry, electrical, plumbing & HVAC.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

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.