



FACILITIES MAINTENANCE REPAIRER II

Characteristics of Work

This is skilled work in the installation, maintenance and repair of facilities, buildings, equipment, and fixtures. Incumbents in this occupational class perform skilled maintenance repair tasks in a specified field, assign duties, and inspect work of subordinates. Supervision is exercised over facilities maintenance personnel of a lower classification. Supervision is received from a Facilities Maintenance Supervisor or Manager or administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Performs skilled tasks in one or more of the following maintenance repair fields: painting, plumbing, carpentry, plastering, electrical work, electronics, air-conditioning/refrigeration, heating, or general maintenance and repair.

Receives work orders; itemizes work to be done; and assigns tasks to subordinates.

Supervises and participates in the installation, maintenance, and repair of facilities, buildings, equipment, and fixtures.

Prepares cost estimates and recommends purchase of necessary supplies.

Prepares reports and keeps simple records.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Maintains records and completes various paperwork/forms.
2. Performs various maintenance and repair duties.
3. Transports furniture and/or equipment from one location to another.

Essential Competencies

The following underlying competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Specific behaviors may be identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful

performance, the employee may be terminated. These competencies include, but are not limited to, the following:

General Public Sector Competencies

Integrity and Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job.

Self Management Skills: Maintains a positive attitude. Effectively manages emotions and impulses and appropriate balance between personal life and work. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches, shows flexibility to complete job within defined parameters. Is able to lead and follow. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and resolve conflict situations.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Provides thorough and accurate information. Asks questions for clarification and to insure understanding. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations.

Self-Development: Is knowledgeable about the task. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Technical Competencies

Math Skills: Performs basic math skills such as addition, subtraction, multiplication and division.

Safety: Knowledge of safety rules, regulations, and policies that apply to all work activities.

Report Writing/Record Keeping: Prepares reports and completes various paperwork. Keeps track of daily logs such as mileage. Calls and gets prices for materials needed. Keeps track of logs for example, power meter readings.

Tools and Equipment: Performs and is knowledgeable of maintenance and repair using the correct tools and/or equipment. Maintains inventory of tools and equipment. Is developing an advanced working knowledge of the tools and equipment that are used on the job. Is responsible for all tools and equipment that are assigned.

Works under supervision: Is able to work under supervision, able to follow instructions and take directions.

Knowledge of Maintenance and Repair: Is developing an advanced working knowledge of general maintenance fields and repair, such as electrical, plumbing, painting and the tools that are associated with each. Is able to quickly and efficiently diagnose problems and select tools to correct the problem.

Responsibility/Supervision: Checks to make sure that those that are less experienced are correctly performing work activities. Serves as an on the job trainer. Assigns tasks to those that are less experienced.

Preventative Maintenance: Performs and is knowledgeable about performing preventative maintenance tasks and the equipment and tools that are associated with each.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Smell: Ability to use the sense of smell to recognize and distinguish odors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; climb or balance; stoop, kneel, crouch or bend; and walk. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Three (3) years of experience in at least one of the following fields: plumbing, carpentry, painting, electrical work, electronics, plastering, air-conditioning/refrigeration, heating equipment, or general maintenance and repair.

OR

Experience:

One (1) year of successful experience as a Facilities Maintenance Repairer I.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.