

PERSONNEL COMMITTEE

14-0110R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF FACILITIES MAINTENANCE SPECIALIST, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of facilities maintenance specialist, which were approved by the civil service board on March 4, 2014, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 28, \$3,613 to \$4,231 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:



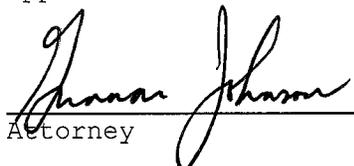
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR HD:ao 2/27/2014

STATEMENT OF PURPOSE: This new classification has been created due to the recognition that there is a need to broaden the scope and background of the facility maintenance positions to create a more flexible and skilled maintenance position not limited to just one trade but having the ability, skills, and training to help with all of them. The pay range negotiated for the classification is Range 28, \$3,613 to \$4,231 per month.

FACILITIES MAINTENANCE SPECIALIST

SUMMARY/PURPOSE

Perform general skilled maintenance work in the installation, maintenance, and repair of facility infrastructure systems utilizing a working knowledge of the trade skills and tools utilized in the mechanical and structural maintenance of City facilities.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a wide variety of general skilled maintenance and repair work required to maintain the mechanical and structural elements of City buildings. Duties include maintaining plumbing, heating, electrical, and ventilation systems and fixtures; preventive maintenance and repair of mechanical units and fixtures; and repair and remodeling of structural features of a building. The work is performed in accordance with accepted building maintenance techniques and mechanical specifications, and under the direction of assigned building supervisory staff and/or a licensed Journeyman.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Operate and manage building control systems, evaluate and diagnose equipment and system failures, devise methods or techniques for repairs, and report needs and request major facility or equipment upgrading.
2. Assist in the installation and repair of plumbing, heating, electrical and ventilation systems and fixtures, including water, steam, and sewer pipes, radiators, lavatory fixtures, appliances, thermostats, switches, controls, ducts, pumps, motors, fans, valves, traps, regulators, etc. as licensure allows.
3. Perform and/or participate in structural repair or remodeling of building features including electrical wiring, lights, drywall partitions, woodwork, doors, windows, locks, ceiling and floor tile, furniture and cabinets, painting, cement work, etc.
4. Perform routine preventative maintenance tasks including testing, inspecting and lubricating equipment; adjusting valves and thermostats; cleaning filters; checking connections; replacing mechanical and electrical components; etc.
5. Read and interpret blue prints, facility system O&M manuals, building control systems and software applications, and other technical resources to aid in the maintenance and repair of facility infrastructure systems.
6. Repair small engines, appliances, and office equipment, and assist in the maintenance of facility boilers.
7. Ensure a safe work environment.
8. Prepare seasonal plumbing systems by winterizing as required.
9. Operate power hand tools and motorized equipment.
10. Attend related training sessions.
11. Assist other facility staff as needed.
12. Perform facilities maintenance related work as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Two (2) years of verifiable experience as a licensed Journeyman in a building maintenance or construction related trade; OR four (4) years of full-time experience in the maintenance and repair of multi-unit or institutional buildings which includes experience in operation, maintenance, and repair of facility systems and equipment,

and building control technologies; OR a combination of education and experience that totals four (4) years and demonstrates the ability to provide skilled maintenance and repair to city facilities and systems.

- B. One (1) year of experience managing building automation controls and associated software applications, in addition to the experience above, is preferred.
2. License Requirements
 - A. Possession of a State of Minnesota Journeyman License; OR possession of an associate's or vocational degree or certification in building maintenance or related program.
 - B. Possession of a Minnesota Class "D" driver's license or equivalent.
 3. Knowledge Requirements
 - A. Knowledge of building codes.
 - B. Knowledge of all other laws and rules regulating building maintenance, repair and operation practices.
 - C. Knowledge of the tools, equipment, and materials used in the trades.
 - D. Knowledge of wiring involved with heating and cooling controls.
 - E. Knowledge of pneumatic and digital controls and associated software analytics, dashboards and other building system management tools.
 - F. Knowledge of various types of plumbing, HVAC, electrical, carpentry methodologies and practices.
 - G. Knowledge of the methods used in the installation, operation, and maintenance of general building systems.
 - H. Knowledge of applicable safe work practices and procedures.
 - I. Knowledge of the proper construct of industrial facilities.
 4. Skill Requirements
 - A. Skill in the operation and maintenance of building systems and controls.
 - B. Skill in the methods, practices, tools and materials used in general building maintenance and repair work.
 - C. Skill in the general construction trades.
 - D. Skill in managing multiple projects concurrently.
 - E. Skill in operating hand and power tools and maintaining them in proper condition.
 5. Ability Requirements
 - A. Ability to read and interpret blueprints, diagrams, and manuals.
 - B. Ability to perform basic mechanical, electrical, carpentry, and other repair work.
 - C. Ability to understand and follow oral and written instructions.
 - D. Ability to erect ladders and scaffolding in a safe manner.
 - E. Ability to use power hand tools.
 - F. Ability to recognize safety hazards and to take appropriate precautions.
 - G. Ability to demonstrate an understanding of customer needs and demonstrate respect for all customers, both internal City staff and the public.
 - H. Ability to establish and maintain effective working relationships with co-workers and the general public.
 - I. Ability to work on multiple projects and prioritize workload.
 - J. Ability to recognize safety hazards and use and communicate appropriate precautions.
 - K. Ability to work on-call after completion of regular assigned work hours.
 6. Physical Ability Requirements
 - A. Ability to frequently walk, stand, kneel, stoop, crouch, climb, and reach above shoulder level.

- B. Ability to lift and transport (usually by carrying) supplies, tools, and equipment weighing up to 90 pounds.
- C. Ability to work in dusty, dirty, wet, and cold conditions.
- D. Ability to move oneself and various items of equipment and materials to locations inside and outside City buildings.
- E. Ability to climb ladders.
- F. Ability to work in high places.
- G. Ability to attend work on a regular basis.

Genlst: HD	Class:	Union: Basic	Pay: 28	CSB:
CC:	Res:	EEOC:	EEOF:	WC: 5506