

STATE OF NEBRASKA CLASS SPECIFICATION  
FACILITY MAINTENANCE SPECIALIST

EST: 06/91 - REV: 6/10  
CLASS CODE: M84150

**DESCRIPTION:** Under limited supervision, performs skilled construction, installation, alteration, fabrication, maintenance, and repair work in one or more building trades and/or equipment maintenance activities. Incumbent works individually or as a member of a work crew, exercising a substantial degree of independence in planning and organizing his/her own work; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third level in a series of seven (Technician I, Technician II, Specialist, Leader, Supervisor, Manager I, and Manager II). Positions classified to the Facility Maintenance Specialist class perform skilled (advanced) maintenance work and are considered the subject matter expert in one or more maintenance trades. These positions operate under a high degree of independence to complete their work and may mentor or lead other less skilled maintenance staff.

Positions classified to the Facility Maintenance Technician II classification do not independently performed skilled maintenance tasks.

Positions which perform skilled electrical work such as electrical installation, alteration, and repair of electrical systems a preponderance of time and within the scope of a Journeyman or Contractor electrical license are classified to the Electrician classification.

Positions which perform skilled plumbing work such as installing, alteration and repair of plumbing systems a preponderance of time are classified to the Plumber classification

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Performs skilled painting work in the major renovation and construction of building structures; paints and/or plasters interior and exterior building surfaces, signs, furniture, and equipment; prepares surfaces for painting or finishing; mixes and matches paints and stains; putties, plasters, fills, and repairs cracks and holes in surfaces; replaces broken glass in windows and doors; caulks window frames, door frames expansion and construction joints, and similar areas; performs incidental related work such as glazing, wallpaper hanging, applying other wall coverings such as vinyl and carpet, repairing and finishing all types of surfaces such as plaster, cement, and marble.

Performs skilled carpentry work in the major renovation and construction of building structures; constructs, alters, maintains, and repairs buildings, floors, roofs, stairways, partitions, walls, ceilings, doors, windows, screens, scaffolds, wood fixtures, furniture, and cabinets; lays floor coverings; plasters newly constructed walls and ceilings and repairs and maintains all plastered surfaces; installs hardware hinges, handles, locks, and clasps on doors, windows, and furniture; performs skilled hand and bench work in a carpentry shop.

Performs skilled plumbing work in the major renovation and construction of building structures; installs, alters, maintains, and repairs a variety of plumbing fixtures such as sinks, lavatories, toilets, tubs, showers, automatic flush valves, faucets, drains, basins, hydrants, water coolers, and steam traps; installs, alters, maintains, and repairs laundry equipment, kitchen equipment, sterilization equipment, steam plant equipment and other equipment utilizing water, steam, gas, air, hydraulic fluid, or other feed lines, and waste or disposal lines; installs, alters, maintains, and repairs fire protection sprinkler systems, water treatment plants, and sewage plants; adjusts and repairs steam pumps and regulators, water pumps and heaters, and air compressors.

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Performs skilled electrical work in the major renovation and construction of building structures; installs, alters, maintains, and repair wiring systems, appliances, machinery, and electrical fixtures such as switches, outlets, light fixtures, exhaust and circulation fans, conduit, and switch panels; tests circuits for continuity and proper connections; installs, maintains, and repairs specialized electrical equipment such as refrigeration units, dishwashers, water heaters, kitchen appliances, and laundry equipment; installs, maintains, oils, and cleans electrical motors and generators and does other electrical and limited mechanical work in repairing and replacing parts; makes minor repairs and adjustments on passenger and freight elevators.

Performs skilled, precision welding work in the fabrication, modification, or repair of metal parts, fixtures, and equipment; designs, fabricates, and modifies parts for vehicles and construction and industrial equipment; cuts, grinds, bends, or drills metals into various shapes; repairs or reconstructs defective, damaged, fatigued, or worn metal equipment, fixtures, or component parts of machinery/vehicles such as axles, shafts, trailer hitches, push frames, endloader buckets, snow removal equipment, wheelchairs, serving carts, stainless steel, sheet metal, and steel doors and hinges by replacing, straightening, or reinforcing parts using appropriate welding or soldering techniques and equipment.

Constructs, maintains, and repairs concrete and other foundations, and interior and exterior walls and ceilings; builds forms, sets reinforcing wire and rods, mixes, pours, spreads, levels, and rough finishes concrete and cement in the construction and repair of sidewalks, floors, walls, curbing, ramps, steps, and parking lots; lays and repairs brick, stone, and concrete block walls and structures; plasters newly constructed walls and ceilings on metal, wood, tile, and brick; removes loose plaster and patches old plaster; installs various types of floor, wall, and ceiling tile; mixes cement, plaster, mortar, concrete, and other masonry components as required for each job; waterproofs concrete; re-caulks, repairs, and or replaces flashing; lays brick.

Installs, replaces, repairs, and rebuilds locks, electronic/electrical locks, security devices, and other hardware to ensure the security of state buildings and property; disassembles malfunctioning locks to replace or rebuild worn or broken mechanisms; installs control switches and interlocking relays; troubleshoots control panel for electrical malfunctions; repairs and opens locks and changes lock combinations; cleans and lubricate locking mechanisms in order to ensure proper, consistent operation and to extend life expectancy of the mechanism; cuts and fits new and duplicate keys to replace lost or broken keys; picks locks to gain access to secured areas when keys and combination are not available; maintains, in strict security, all lock and key records such as keys issued, combinations and safe locks, equipment and supply inventory, and lock replacements.

Performs skilled work in operating and maintaining building control systems including pneumatic, electric, electronic, and computerized controls and systems.

Schedules and performs specialized preventative maintenance and repairs for equipment, systems, and machinery to ensure that necessary inspection, adjustment, and replacement of parts is made prior to malfunctions or safety hazards occurring.

Cleans, maintains, and repairs all tools and equipment used in the performance of assigned tasks.

Estimates time, cost, and materials needed to install, replace, repair, or modify buildings and related equipment and systems.

Advises in the selection, ordering, and storage of materials and equipment used to complete assigned tasks.

Reads and interprets blueprints, layouts, specifications, and written instructions,

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Confers with supervisor concerning construction, alteration, maintenance, and repair projects.

As a journeyman, provides work direction, assignment, review, and assistance to Facility Maintenance Technicians and other helper positions.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: advanced methods, tools, and practices of various building and mechanical trades; the methods, practices, tools, and equipment used in building and mechanical maintenance and repair work; the qualities and adaptability of various materials used to complete assigned tasks; the occupational hazards and safety precautions of the building and mechanical trades; preventative maintenance procedures used in building maintenance operations;

Skill in: the use of a variety of basic hand tools, power tools, and maintenance equipment.

Ability to: perform skilled (advanced level) maintenance work in a variety of building and mechanical trades; troubleshoot and identify problems, determine the materials and equipment necessary to install, repair, and adjust building structures, equipment, and fixtures understand and follow instructions; determine appropriate work procedures; interpret and work from blueprints, sketches, layout designs, and specifications; make accurate estimates of time, cost, and materials required to complete a work order; use/operate hand and power tools and power equipment in a safe manner; perform manual labor; care for/maintain hand and power tools essential for maintenance and repair work; work in tight spaces and at some distance from the ground.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Associates degree or equivalent vocational education in construction, HVAC, welding, or other maintenance trade and one year of experience OR three years experience in skilled maintenance, construction or mechanical trades and experience leading/directing others in such work; experience can be substituted for education on a year for year basis.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

A current Electrical Apprentice Registration is required to assist licensed Electricians, a current Journeyman Electrical license is required to perform electrical installation, and a current Electrical Contractor license is required to obtain electrical permits.