

Click one of these links to see the Job Description for that class:

Job Code	Title
M84011	Maintenance Technician
M84012	Maintenance Specialist I
M84013	Maintenance Specialist II
V84014	Maintenance Supervisor
V84015	Maintenance Manager I
V84016	Maintenance Manager II

Maintenance Series

(M84011 – V84016)

DESCRIPTION OF OCCUPATIONAL WORK

This class series represents labor and trades work completed in the areas of groundskeeping, building maintenance, housekeeping, and mechanical system operations. Work involves a variety of tasks associated in the maintenance and upkeep of equipment, interiors and exteriors of buildings and facilities. Tasks performed within the series range from the use of basic tools and equipment following the standard techniques and methods used in building and mechanical trades to the operation of specialized or heavy equipment adhering to specific procedures and processes to accomplish complicated maintenance and/or mechanical projects.

Maintenance Technician

M84011

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

This is work as an entry-level to semi-skilled building laborer or tradesperson in the performance of routine grounds maintenance, custodial/janitorial or housekeeping work, and apprentice-level facility maintenance activities. Work is typically labor intensive and requires close to general supervision in the areas of custodial/housekeeping work, uncomplicated building repair and maintenance, or groundskeeping work. Positions at this level receive verbal instruction to properly accomplish or organize tasks. Decision-making authority is limited to selection of tools or equipment and determining the organization and sequence of separate work tasks.

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.)

Maintain grounds by seeding, fertilizing, applying pesticides, watering, aerating, mowing and trimming grass, mulching, weeding flower beds, trimming trees and shrubs using mowers, tractors, trucks, spreaders, skid steers, weed eaters, leaf blowers, grinders, chain saws, shredders, clippers, and other equipment. Rakes and removes leaves, grass and other debris from lawns, grounds, and surrounding areas. Plants, transplants, cultivates, prunes bedding plants, shrubs, and trees. Install, repair, and maintain underground sprinkler systems.

Moves, loads, and unloads materials, supplies, equipment, and furniture.

Follows direction in mixing cleaning or chemical solutions.

Salts, sands, and removes ice and snow from sidewalks, driveways and parking areas using hand tools and light to heavy snow removal equipment.

Performs unskilled or semi-skilled building maintenance involving painting, carpentry, plumbing, masonry, electrical and heating/ventilation work; completes minor repairs and adjustments on a variety of building structures, equipment, and machinery. Informs immediate supervisor of equipment, fixtures or areas requiring further repair or replacement.

Documents and prepares logs and maintenance records of time worked, equipment maintained or repaired, filters changed, or supplies used/needed. Utilizes computer to monitor equipment and environmental status, receive, schedule and document work performed, and record materials used.

Orients and trains new coworkers on routine tasks, work schedules, location of supplies, materials and equipment, and relevant rules and regulations. Provides instruction and technical oversight for more complicated tasks or assignments. May assign work and serve as a resource to others.

Cleans and disinfects bathroom fixtures, furniture and floors using disinfectants or other chemicals. Washes walls, windows and ceilings using ladders, scaffolding or other equipment. Sweeps, mops, scrubs, strips, refinishes, waxes and polishes floor surfaces using mops, brooms, vacuums, industrial equipment, and polishers. Empties trash containers, replaces liners, and removes trash from buildings.

Cleans public areas to ensure high standards of sanitation and safety are maintained. Removes and washes/launders soiled rags, mop heads and cleaning items as needed.

Inventories, stocks, and monitors supplies. Refills and replaces items in receptacles as needed.

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

Knowledge of: groundskeeping and horticultural practices; safe use of fertilizers, insecticides and herbicides; standard use, maintenance and safety practices associated with hand tools, power tools and light to heavy machinery; building and mechanical trade methods, practices and procedures; occupational hazards and safety precautions followed in building maintenance operations; commercial cleaning practices, equipment, supplies and techniques.

Skill in: the use of hand tools, power tools and building maintenance equipment; basic office and computer skills including competency in the use of email, procurement and building system applications.

Ability to: communicate effectively, understand and follow instructions, read and comprehend blueprints, reference books and equipment manuals; utilize and maintain hand tools, power tools and grounds and building equipment safely; operate industrial-type cleaning equipment; climb ladders and scaffolding to perform work above 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.)

No specific education, training, or experience is required for entry to this class.

[LEGAL REQUIREMENTS:](#) (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

[SPECIAL NOTES:](#)

Some positions in this class may require possession of specific certifications to apply pesticides or herbicides, e.g. EPA Commercial Applicator Certification for General and Ornamental Turf.

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Maintenance Specialist I

M84012

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

This is work as a skilled building laborer or tradesperson in the performance of safety inspection/training work and/or intermediate-level facility maintenance activities. Work is typically labor intensive and requires general supervision in the areas of plumbing, electrical, carpentry work, welding, masonry, building repair and maintenance, safety inspection/training or heating, cooling, and ventilation work. Positions at this level receive verbal instruction on the work that needs to be accomplished, general direction on what steps to take to accomplish the work and an expectation of how long the work should take to complete. Decision-making authority is limited to prescribed limits and parameters based on the work task or operation.

[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 on 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, 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 removes/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 and sewage treatment equipment; adjusts and repairs steam pumps and regulators, water pumps, heaters and air compressors.

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.

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, loader 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; 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.

Inspects and audits work areas and facilities for safety hazards. Investigates accidents, reviews accident and injury reports and prepares recommendations to correct unsafe conditions. Conducts safety training and participates in safety meetings to identify current problems/issues, discuss best practices, and promote safety.

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.

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

Inventories, stocks, and monitors supplies. Maintains shop area. Reports security problems or hazardous conditions to supervisor.

Provides work direction, assignment, review and assistance to Maintenance Technicians and other facility or maintenance personnel.

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

Knowledge of: standard use, maintenance and safety practices associated with hand tools, power tools and light to heavy machinery; building and mechanical trade methods, practices and procedures; occupational hazards and safety precautions followed in building maintenance operations; computer building control systems and software; plumbing, electrical, heating, air conditioning and refrigeration systems; fire codes and fire prevention regulations and procedures.

Skill in: the use of hand tools, power tools and building maintenance equipment; basic office and computer skills including competency in the use of email, procurement and building system applications; the operation and preservation of maintenance tools and equipment.

Ability to: communicate effectively, understand and follow instructions, read and comprehend blueprints, reference books and equipment manuals; perform skilled maintenance work in a variety of building and mechanical trades; troubleshoot and identify problems, determine materials and equipment necessary to install, repair and adjust building structures, systems and fixtures; utilize and maintain hand tools, power tools and maintenance equipment safely; perform manual labor, work in tight spaces, climb ladders and scaffolding to perform work above ground; conduct inspections, identify safety hazards and educate/train others in accident prevention and safety.

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, industrial engineering, HVAC, welding, or other building trade. Experience in building maintenance, a mechanical trade, or performing safety inspections, investigations or training may be substituted for education on a year-for-year basis as determined appropriate by the agency.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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Maintenance Specialist II

M84013

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

Positions in this classification will function as a Lead Worker, an HVAC Technician, or as the primary position coordinating the full scope of facility maintenance functions for an agency. As a Lead Worker, the teammate is expected to lead two or more, full-time permanent Maintenance Technicians performing semi-skilled maintenance functions and/or Maintenance Specialist I's on a regular/ongoing basis. As an HVAC technician, the teammate will spend the majority of their time installing/operating/servicing/maintaining/repairing HVAC systems.

Positions at this level utilize a variety of resources, collaborative efforts, and basic project management skills to accomplish work tasks and requests. Decision-making authority encompasses adherence to skilled trade codes, statutes and safety requirements based on the specific task or project.

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.)

As a lead worker, schedules, assigns, coordinates, and guides the assignments of other maintenance workers in accordance with established workflow requirements. Reviews and reports on work performance of assigned workers. Trains maintenance workers in specific task and job practices and procedures.

Confers with agency personnel and supervisors to discuss project timelines and impact on worker productivity, equipment, or availability. Trains less experienced workers on job practices and procedures of the building and mechanical trades to increase skills and development.

Oversees and performs skilled painting, carpentry, plumbing, electrical or welding work in the major renovation and construction of building structures including installation of fixtures, foundations, walls, ceilings, windows, doors, floors, stairways, fire protection, safety/security, and backup systems.

Installs, operates, and maintains building control systems including pneumatic, electric, electronic, and computerized controls and systems. Determines environmental needs which impact heating, cooling, humidity, and air flow by monitoring control centers and building tenant feedback; makes system changes as appropriate.

Monitors, tests, and calibrates heating, ventilation and air conditioning systems including supply, return, exhaust systems, dampers, diffusers, valves, and other air distribution equipment. Inspects, repairs, and replaces air conditioning equipment, chillers, refrigeration units, furnaces, boilers, kitchen appliances, laundry equipment, office equipment, pumps, fan assemblies, thermostats, mowers, automotive and grounds equipment. Conducts water analysis on cooling towers and water lines.

Alters, fabricates, or installs building systems including air ducts, air handling equipment, volume dampers, fire/smoke dampers, diffusers, fume hoods, environmental controls, VAV and CAV boxes, and related air distribution equipment. Lubricates motors and checks for worn belts, noisy bearings, clogged air lines and refrigerant leaks.

Documents and prepares logs and maintenance records of time worked, equipment maintained or repaired, filters changed, or supplies used/needed. Utilizes computer to monitor equipment and environmental status, receive, schedule and document work performed, and record materials used.

Performs start-ups, monitors daily operations, and tests refrigeration equipment operations. Adjusts and maintains pumps, humidifiers, water coolers, valves, cooling towers, coils. Lubricates machinery, flushes, and recharges system with refrigerant, examines equipment for defects, leaks, or faulty compressors, determines cause/problem and makes repairs.

Inventories, stocks, and monitors supplies. Researches, orders, and purchases parts for repair projects. Maintains shop area. Reports security problems or hazardous conditions to supervisor.

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

Knowledge of: standard use, maintenance and safety practices associated with hand tools, power tools and light to heavy machinery; building and mechanical trade methods, practices and procedures; occupational hazards and safety precautions followed in building maintenance operations; computer building control systems and software; heating, air conditioning and refrigeration systems and building codes; pneumatic, electrical and digital control systems; fire codes and fire prevention regulations and procedures.

Skill in: the use of hand tools, power tools and building maintenance equipment; basic office and computer skills including competency in the use of email, procurement and building system applications; operate, troubleshoot, repair, and maintain HVAC equipment; the processes, regulations and equipment and safety procedures of a specialized trade.

Ability to: communicate effectively, understand and follow instructions, read and comprehend blueprints, reference books and equipment manuals; prioritize and multi-task; utilize and maintain hand tools, power tools and grounds and building equipment safely; troubleshoot and identify complex problems, determine materials, personnel and equipment necessary to install, repair and adjust building structures, systems and fixtures; perform manual labor, work in tight spaces, climb ladders and scaffolding to perform work above ground; make accurate estimates of time and materials required for projects; instruct, advise and prioritize the work of others; safely handle and dispose of construction, maintenance and equipment wastes and hazardous materials; troubleshoot and apply trade-specific knowledge to work that is complex or varied.

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/construction trade and one year of experience in building maintenance or a mechanical trade. Experience may substitute for the education on a year for year basis.

OR An Associate degree or equivalent vocational education in HVAC and one year experience servicing/maintaining/repairing HVAC systems. Experience may substitute for the education requirement on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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Maintenance Supervisor

V84014

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

Under general supervision, provides direct supervision of a maintenance crew performing maintenance, repair, installation, remodeling, and construction in one or more of the building, equipment, and utility trades/crafts. Positions in this class plan, assign, review, inspect, and may directly participate in the various phases of installation and maintenance. To be allocated to this classification, positions are expected to supervise at least two permanent FTE performing semi-skilled and skilled building maintenance or trades work. This class is distinguished from the Maintenance Manager I class in that positions would not be responsible for the management and coordination of a maintenance program.

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.)

Plans, assigns, reviews, inspects, and participates in various phases of preventative maintenance, repair, remodeling, installation, and construction work.

Reviews and assigns maintenance work orders and inspects completed work.

Oversees preventative maintenance functions to include developing maintenance schedules, ensuring work is performed as scheduled, and entering and maintaining preventative maintenance data and reports.

Supervises and evaluates work of assigned maintenance employees; recommends personnel actions related to selection, discipline, performance, leave, grievances, work schedules, and assignments.

Instructs assigned maintenance employees in the proper use/operation of tools and equipment and in safety practices.

Reads and interprets blueprints, sketches, layout designs, and specifications to determine supplies, material, and equipment needs for various remodeling and minor construction projects.

Estimates time, cost, and material needed for completion of projects, and requisitions supplies, material, and equipment.

Solicits and reviews bids and recommends the awarding of contracts for minor construction material, equipment, and services. Oversees and approves work of outside contractors.

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

Knowledge of: the practices, tools, equipment, materials, and techniques of one or more building, mechanical, and utility trades/crafts; the occupational hazards and safety precautions of the building and mechanical trades/crafts; agency preventative maintenance operations; agency personnel rules and regulations and applicable union contracts; supervisory techniques.

Skill in: using various hand and power tools and operational equipment; communicating to others the technical requirements of assigned work.

Ability to: estimate time, cost, and materials required to complete work orders and maintenance projects; requisition materials, supplies, and equipment for a job; read and interpret blueprints, sketches, layout designs, and specifications; organize, assign, guide, and inspect the work of others; train and evaluate maintenance workers; prepare plans and records for modeling and minor construction projects; review submitted bids; work in tight spaces and hazardous locations.

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/construction trade, one year of experience in skilled building maintenance or a mechanical trade, and experience monitoring, coordinating, leading, or supervising the work of maintenance staff and/or projects. Experience may substitute for education on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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Maintenance Manager I

V84015

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

Under limited supervision, responsible for overall management and coordination of the maintenance, repair, installation, remodeling, and construction of the buildings, grounds, equipment, and/or utilities of an agency facility or assists in the management of the maintenance program of a large facility or number of facilities within a geographic area. Managers direct the technical operation and maintenance of the facility/campus through the supervision of at least two permanent FTE performing skilled building maintenance or trades work.

The Maintenance Manager I class is distinguished from the Maintenance Supervisor class based on: A) independent managerial functions such as budget, maintenance policies/procedures, coordination with program directors or representatives of tenant agencies, full range of employee human resources issues/actions, strategic planning, and overall program priorities, and; B) work situation factors such as size/number of buildings or building controlled, size and type of staff supervised, size and makeup of budget, supervision received, functional use of buildings, age and type of physical infrastructure, nature and number of construction projects, and existing utility/operational system technology.

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.)

Plan, assign, manage, and evaluate varied phases of construction, installation, maintenance, remodeling, repair, and preventative maintenance.

Manage and evaluate the work of maintenance skilled staff, responsible for selection, discipline, performance, leave, grievances, work schedules, work assignments, and determination of the maintenance organizational structure.

Develop, monitor, and revise the maintenance budget, determine maintenance priorities through strategic planning and resource identification, and develop various departmental personnel and operational policies/procedures.

Review and identify major and minor construction, maintenance and repair projects, plans and lays out work, estimates time, cost, materials and feasibility of specific projects, recommends and coordinates appropriate course of action to management personnel.

Solicit and review bids, and award service contracts, minor and major construction projects, oversee, approve, and negotiate work of outside contractors.

Maintain the flow and quality of work across multiple shops to assure timely accomplishment of assignment workload and adjust in accord with overall priorities.

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

Knowledge of: facility operational policies, budget development and administration, personnel management, administrative prerogatives and responsibilities, strategic planning, and management practices; preventative maintenance systems, variety of building, mechanical, and utility trades, principles of supervision. agency personnel rules and regulations and applicable union contracts.

Ability to: formulate, implement, and enforce policies, rules, and regulations, establish and maintain long range maintenance programs, and organize of maintenance department to ensure maximum efficiency; plan, organize, and effectively supervise the work of a skilled maintenance staff with various trade skills, delegate the work to others, coordinate various multi-trade functions including private contractors, and to review bid proposals.

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/construction trade, one year of experience in skilled building maintenance or a mechanical trade, and experience supervising the work of skilled maintenance staff, in budgeting, and coordinating/managing major construction/renovation projects. Experience may substitute for education on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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Maintenance Manager II

V84016

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

Under general direction, performs supervisory, administrative, and managerial work in the operation and maintenance of a large state facility or multiple building complexes located at various sites around the state. Incumbents direct the technical operation and maintenance of the facility through the work of one or more subordinate supervisors who are responsible for overseeing skilled construction, installation, maintenance, and repair activities.

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.)

Supervises and manages all operations involved in the construction, maintenance, and restoration of multiple buildings, grounds, equipment, and utilities; establishes, implements, and enforces policies to ensure the effective management of operations and maintenance of facility.

Supervises and evaluates the work of subordinate supervisors; administers personnel actions related to selection, discipline, performance, leave, grievances, work schedules, and assignments, administers personnel policies and procedures.

Develops budget requirements and recommendations for the ongoing operation and maintenance of the facility.

Determines the operational characteristics and performance standards required for new equipment and develops the specifications to ensure that the proper type and capacity will be procured.

Develops preliminary time, cost, and materials estimates for new installations, modifications, equipment, or contractual services to determine the most economical method of procurement; secures price quotations.

Requests, receives, evaluates, and awards formal bids for supplies, materials, and labor for specific projects; examines bids and proposals in detail; verifies conformance with specifications; interprets bids, determines the bid to be accepted, draws up a formal contract, and awards the bid to the appropriate contractor; coordinates and oversees the work of private contractors.

Reviews the efficiency of plant operations to determine if changes need to be implemented by reviewing operational records and by direct observations of the equipment and systems in question.

Evaluates the feasibility of repairing or replacing equipment and systems to advise administrative superiors of options and alternatives.

Coordinates the development of an annual plan of work activity, including capital improvements, scope of activity, goals, and objectives; studies materials and resources required; formulates a final product.

Periodically reports to administrative superiors on work in progress, work completed, and/or the operational status of the facility; supervises record maintenance.

Establishes and maintains an effective preventative maintenance program for the facility.

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

Knowledge of: a variety of building trades; applicable building, fire, and safety codes; the mechanical, electrical, and overall operation of building systems; the occupational hazards and safety precautions of the building and mechanical trades; heavy highway construction; principles of supervision; facility operational policies; budget development and control, personnel management, administrative prerogatives and responsibilities, and other concepts and current practices of management; computers and their applications for maintenance records.

Skill in: communicating with employees, contractors, and the general public; identifying problem areas, developing solutions, and coordinating corrective procedures; recognizing hazardous conditions and making necessary corrections; organizing a diverse group of people/work unit.

Ability to: plan, organize, and effectively supervise the work of staff with a variety of skill levels in the various building and mechanical trades; delegate the work to others to maintain an efficient workflow; coordinate various multi-trade functions including private contractors, working on a single project; formulate, implement, and enforce policies, rules, and regulations; establish and maintain long range maintenance and restoration programs; develop and monitor contracts for maintenance and repair to outside contractors; establish and maintain good landlord/tenant relations to building/facility tenants.

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/construction trade, one year of experience in skilled building maintenance or a mechanical trade, and experience supervising the work of skilled maintenance staff, in budgeting, and coordinating/managing major construction/renovation projects. Experience may substitute for education on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

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SPECIAL NOTES:

Work may be performed in adverse weather, on rough terrain or in tight spaces. Work may involve the use of hazardous or noxious chemicals and/or exposure to noise, temperature extremes and potential steam or hot water burns. May work around electricity and electrical circuits. Must demonstrate sufficient physical strength and agility to operate heavy cleaning, construction, and maintenance equipment, lift/move heavy objects weighing 50 pounds or more and perform manual labor.

Valid driver's license is required to operate State vehicles.

Some positions may require possession of registration or licensure in one or more skilled trades/crafts.

Work schedules may involve ten-hour or other extended workdays or work during evenings and weekends.

Some positions in this series may require possession of specific licensure and supervision to perform work, for example, an Apprentice Electrician License may be required to perform electrical wiring or install electrical equipment under the direct supervision of a Licensed Electrician.

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).

Established: 06/30/2021

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
M84011 Maintenance Technician	MQ Updated	07/12/21
M84013 Maintenance Specialist II	Clarified purpose of the class in Distinguishing Characteristics; removed and added examples of work; revised minimum qualifications	10/13/2021
M84013 Maintenance Specialist II	Modified purpose of the class in Distinguishing Characteristics	
V84014 Maintenance Supervisor	Added class to series; changed class code and title; clarified purpose in Distinguishing Characteristics	
V84015 Maintenance Manager I	Added class to series; changed class code and class title; updated Distinguishing Characteristics	
V84016 Maintenance Manager II	Added class to series; changed class code and class title	