### CLASSIFICATION DESCRIPTION

**CLASSIFICATION DESCRIPTION TITLE:** FACILITIES MANAGEMENT SPECIALIST

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<thead>
<tr>
<th><strong>FLSA STATUS:</strong></th>
<th>Non-Exempt</th>
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**CLASSIFICATION SUMMARY:** Responsible for acting as technical experts in their field performing semi-skilled and skilled work in the installation, troubleshooting, construction, maintenance and repair of facilities; or production, design, culture and identification of plants and gardens. Positions may serve as lead workers, assigning and reviewing work and providing direction and instruction in work methods; and may assist in the purchasing of supplies and equipment. These positions require advanced training and/or certification in a specialized field such as electrical, plumbing/pipefitting, HVAC, building construction, and/or horticulture.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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<tr>
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<th><strong>Illustrative only – not inclusive of every task assigned to a position.</strong></th>
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<tbody>
<tr>
<td>1</td>
<td>Performs semi-skilled and skilled work in assigned department operations and maintenance, which may include: general construction, groundskeeping upkeep and repair, or electrical/HVAC maintenance.</td>
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<td>2</td>
<td>Monitors, tracks, and troubleshoots assigned systems and work orders to ensure progress, safety, and/or compliance with operational policies and procedures.</td>
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<td>3</td>
<td>Maintains and repairs assigned equipment as needed; performs ongoing maintenance checks to determine need and ensure operational safety.</td>
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<td>4</td>
<td>Records maintenance schedules, statistics, and activities as required on assigned computer systems and specified forms and documents.</td>
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<td>5</td>
<td>Coordinates set up and breakdown for special events; interprets diagrams and works with participants to determine specific needs.</td>
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<td>6</td>
<td>Performs outdoor maintenance including snow removal, salt spreading, and placement of sandbags when needed.</td>
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<td>7</td>
<td>Performs other duties as assigned.</td>
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Training and Experience (positions in this class typically require):
Associate's Degree or two-year technical certificate, and three years progressively responsible experience directly related to area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
Licensing Requirements *(legally required)*:
Some positions may require:
- Valid Driver's License
- HAZMAT
- Universal Refrigerant Transition and Recovery License;
- Pesticide Applicator Certification;
- Journeyman License in field.

Knowledge (position requirements at entry):
Knowledge of:
- Assigned department operations and functions;
- Specialized equipment and system maintenance and repair;
- Maintenance related equipment;
- Recordkeeping principles;
- Inventory maintenance principles;
- Repair and maintenance principles and practices;
- Applicable federal, state, and local laws, rules, and regulations.

Skills (position requirements at entry):
Skill in:
- Operating a variety of maintenance and repair related equipment;
- Applying maintenance and operations principles;
- Following oral and written instructions, policies, and procedures;
- Performing carpentry, masonry, painting, plumbing and routine electrical work;
- Compiling data and information;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Prioritizing work and performing multiple tasks;
- Working independently;
- Applying applicable local, state and federal laws, rules, and regulations;
- Maintaining records and preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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**Physical Requirements:**
Positions in this class typically require: kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Exerting up to 50 pounds of force frequently.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and extreme temperatures.

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Date created: (08/08/2007)

______________________________________
Signature of Employee

DATE

______________________________________
Signature of Supervisor

DATE