

Job Title: OPS Facilities Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

**Position Summary:**

Incumbents perform a skilled trade requiring a Journeyman's license or equivalent advanced training or education.

Maintenance - Incumbents are responsible for independently installing, maintaining, and repairing single HVAC equipment; performing minor computerized adjustments or installations; and performing full-scope of maintenance responsibilities for assigned campus/building/location that requires planning and timing of multiple projects.

Construction - Incumbents are responsible for the planning and execution of construction projects, or within a specific skilled trade such as electrical, carpentry, etc. Responsibilities include planning project steps; designing constructions; working with outside contractors; preparing documents for required permitting; and inspecting construction work.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Vocational education in area of responsibility, and four years related experience.

*\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Applicable system maintenance, repair and installation principles and methods;
- Applicable equipment and tools;
- Equipment operating and maintenance techniques;
- Construction and maintenance principles;
- Recordkeeping principles;
- Safety procedures;
- Computers and related software applications.

**Skills:**

- Building, repairing, and maintaining facility structures;
- Identifying and repairing/replacing unsafe equipment;
- Inspecting assigned buildings for assignment completion;
- Using applicable tools and equipment related to area of assignment;
- Reviewing, preparing, and maintaining a variety of work orders, records, and reports;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

**License:**

Some positions require a journeyman's license or certificate in area of responsibility.

Responsibilities:

<b>These duties are a representative sample; position assignments may vary.</b>		<b>Potential Frequency</b>
1.	Performs skilled maintenance and carpentry tasks which, depending on area of assignment, may include installing, maintaining, and repairing mechanical equipment; planning and executing construction projects; performing journey-level repairs; designing construction projects; and performing related duties.	Daily 50%
2.	Repairs and maintains non-mechanical/electrical structures which includes replacing parts; repairing fixtures; and/or performing related duties.	Daily 30%
3.	Performs building inspections to ensure project and operational compliance with internal and external safety regulations.	Daily 10%
4.	Monitors inventory and supply levels; procures and inventories supplies, equipment, and materials as necessary or directed.	Weekly 5%
5.	Prepares and monitors logs and operational records.	Daily 5%
6.	Performs other duties of a similar nature or level.	As Required

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