

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34552
Job Class Code:	570	Salary Schedule:	AREG
EEO Category:	08	Grade:	12
Workers Comp Code:	9015		

Job Code Established:	08/03/88	Effective Date:	
Job Code Revised:	01/01/04	Effective Date:	

JOB CODE SERIES: Building Construction and Maintenance Series

JOB CODE TITLE: BUILDING MAINTENANCE TECHNICIAN I

HRIS TITLE: BLDG MAINT TECH I

NOTE: THIS IS A GENERAL-PURPOSE CLASS. NOT FOR USE IN ANY LONG TERM, SPECIALIZED ASSIGNMENT.

CHARACTERISTICS OF THE CLASS: Works under close supervision or lead which will become more general in nature as skills and knowledge increase. Has the authority to work only within established procedures, practices and instructions; detect unsafe conditions, take emergency action as prescribed and report same to supervisor or lead workers. Performs routine tasks including, but not limited to, electrical, plumbing, carpentry, etc., assisting with the preventive maintenance and repair, including minor remodeling and construction, of buildings and related utilities support services equipment. Work product consists of completed work assignments; safety laws, rules and policies and National and local building codes complied with. Responsible for performing all tasks within established guidelines and instructions; adhering to and demonstrating all safety rules and procedures and National and local building codes; detecting unsafe work conditions and assisting in correcting in a timely and efficient manner.

EXAMPLES OF DUTIES: Maintains a record of material used, equipment and man hours expended, vehicle mileage and other information as required. Gives and receives information regarding work processes by two-way radio. Drives truck and operates other motorized equipments, e.g., trencher, backhoe, front-end loader, etc., in course of work activities. Inspects building and other structures, using pre-established check sheet, to determine functional systems and to detect malfunctions and needed repair; makes notes and recommendations; discusses with supervisor. Performs minor electrical maintenance to include, but not limited to, replacement or repair of wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc. performs minor plumbing maintenance, to include, but not limited to, replacement or repair of leaks in drains, faucets, etc.; using devices to unclog drains; trenching and laying new lines per instructions; replacing drain hoses on washers and other similar devices. Performs minor painting, carpentry and masonry to include, but not limited to, preparing surfaces and using brush/sprayer/roller to apply pre-determined colors and mixtures; replaces wallboard; hangs doors and fits with locks and handles; replaces ceiling and floor tiles. Performs periodic, standard inspection and preventive maintenance on tools and equipment. Confers with supervisor or lead worker on a regular basis, discussing work processes and problems; receives counseling and instructions. Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement in the work system. Attends periodic work shops and training sessions and reads and studies instructional materials to improve knowledge and skills in work system. Attends work unit staff meetings; gives and receives information; participates in problem-solving. Moves office furniture and equipment. Performs related work as required.

WORK CONDITIONS: Hazards associated with maintenance, utilities services and powered and non-powered tools and equipment. Work can encounter extremes of climate conditions. Some travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: tools, equipment and materials used in the work place; Federal and local safety laws, rules and policies governing work activities and safety equipment; national and local building codes; methods and techniques used in lifting, moving, stacking, storing and protecting tools, equipment and materials; methods and practices applied in generalized preventive maintenance, repair, remodeling and construction activities; the rules, regulations and procedures of the work system.

Skill/ Ability to: properly using, maintaining and securing tools, equipment and materials; applying Federal and local safety laws, rules and policies and using safety equipment; applying national and local building codes; lifting, moving, stacking, storing and protecting tools, equipment and materials; generalized preventive maintenance, repair, remodeling and construction activities; oral and written communications; interpersonal relationships.

SPECIAL SELECTION FACTORS: Some positions may require possession of a valid Arizona driver's license at a level appropriate to the position/assignment and retention of said license during the period of employment. A medical/physical evaluation is required prior to appointment. One year of experience equivalent to a Building Maintenance Worker. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.