

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34553
Job Class Code:	570	Salary Schedule:	AREG
EEO Category:	08	Grade:	14
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 TECH II

HRIS TITLE: BLDG MAINT TECH II

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

CHARACTERISTICS OF THE CLASS: Works under general supervision or lead. Has the authority to independently accomplish to routine elements of a preventive maintenance program and effect repairs; recommend changes; schedule, prioritize and evaluate work when in a lead role. Performs varied 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; assists in training and occasionally leading lower level subordinates. Work product consists of completed work assignments; lead assignments evaluated and reports prepared and submitted; 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 safety rules and procedures and National and local building codes; inspecting for unsafe conditions, taking emergency actions as prescribed and assisting in timely, corrective action.

EXAMPLES OF DUTIES: Communicates work instructions, trains and inspects work of subordinate level workers on assigned tasks. 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. Confers with superior, presenting problems and questions; discusses plans and actions to be taken, participating in decision-making. Drives vehicles and operates other motorized equipment in course of work assignments. Inspects work areas to determine any problems and need for repair or maintenance; prepares reports to include recommendations, costs, materials and man hours. Performs minor electrical maintenance including, but not limited to, repair and replacement of wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor and major appliances, cords, etc., to include using test devices to determine circuitry problems and making minor wiring repairs and replacements; checks air conditioning units, cleans and replaces filters and belts, oils, motors, determines Freon level, etc.

Performs minor plumbing maintenance including, but not limited to, unclogging drains, repairing or replacing pipes to stop leaks, trenching, laying and installing new water/gas pipe per blueprints and instructions including conducting of required pressure tests. Performs minor painting carpentry, welding and masonry maintenance including, but not limited to, preparing surfaces and applying pre-determined colors and mixtures by brush/spray/roller; replaces wallboard; hangs doors, cuts and installs glass; replaces ceiling and floor tiles; builds forms, mixes and finishes cement for walks; repairs roofs, using hand tools and hot or cold adhesive mixtures; repairs carpets; repairs metal items by use of arc or acetylene process. Performs periodic, standard inspection and preventive maintenance on tools and equipment. Attends staff meetings under direction of work supervisor; gives and receives information, participates in problem-solving and decision-making. Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to highly skilled technician in the work

system. Orders and reorders supplies as needed by filling in and routing form. 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. Travel as required.

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; methods and techniques of training and leadership.

Skill/Ability to: selecting and 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; inspecting, determining repairs and replacements and scheduling and prioritizing work; 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 Technician I. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.