

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34554
Job Class Code:	570	Salary Schedule:	AREG
EEO Category:	08	Grade:	15
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 III

HRIS TITLE: BLDG MAINT TECH III

CHARACTERISTICS OF THE CLASS: NOTE: This is a general-purpose class. Not for use in any long term, specialized assignment. Works with minimal supervision or lead. Has the authority to recommend the establishment of, oversee or carry out a preventive maintenance and repair program; oversee or effect repairs; recommend work schedules, priorities and prepare project and staff evaluations as appropriate. Functions: 1) as the sole position for an agency; 2) in a unit that supports widespread operational work sites; or 3) with delegated lead responsibility; and performs routine to difficult tasks including, but not limited to, electrical, plumbing, carpentry, etc. Work product consists of completed work assignments; safety laws, rules and policies and National and local building codes complied with; preventive maintenance program adhered to, evaluated and reports prepared and submitted; subordinate staff trained and evaluated. Responsible for completing all tasks in a timely and efficient manner; adhering to, demonstrating and interpreting safety rules and National and local building codes; assisting in development of preventive maintenance programs; inspecting, evaluating and preparing reports of recommendations on program and staff; assisting in costs analysis of projects and materials.

EXAMPLES OF DUTIES: NOTE: For an array of selected, but not all inclusive tasks, refer to preceding class specifications within the series. Devises work schedules and priority on a periodic basis. Inspects work areas to determine any problems or hazards to work functions; takes appropriate action to resolve. Determines and recommends equipment and materials required including costs analysis; reviews purchase order needs; inspect equipment and materials purchased and placed in use and reports deficiencies. Resolves problems and questions regarding work methods and processes in role of work leader, reviews and evaluates work products and recommends plans for improvements. Maintains accurate records of equipment and material utilization condition, value and location and diagrams of underground utilities services lines. Operates vehicles and other motorized equipment in course of work; performs basic preventive maintenance; arranges for periodic services and repair. Participates in studying blueprints and sketches and planning for major new or replacement utilities (heating, cooling water, gas, electric); may participate in installation; performs preventive maintenance and minor repairs to the systems. Performs minor to difficult tasks in maintenance, repair and replacement work activities involving electrical, plumbing, carpentry, welding, painting, masonry, heating and cooling. Attends work unit or system staff meetings; may chair as appropriate; gives and receives information, participates in problem-solving and decision-making. Confers with vendors and discusses deliveries and priorities of equipment and materials. Estimates and recommends budget requirements. As appropriate, trains new workers in everyday work tasks. Through on-the-job training and instructional materials, acquires the knowledge and skills for advancement within work system. 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; national and local building codes; methods and practices of generalized preventive maintenance, repair, remodeling and construction; blueprints and methods of costing time and materials; techniques of leadership and work evaluation.

SKILL/ABILITY TO: analyzing and determining proper use, maintenance and security of tools, equipment and materials; applying, demonstrating and interpreting Federal and local safety laws and rules and National and local building codes; applying and demonstrating methods and practices of generalized preventive maintenance, repair, remodeling and construction; reading and interpreting basic blueprints and costing out time and materials; techniques of leadership and work evaluation; 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 II. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.