

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

FACILITIES MAINTENANCE SPECIALIST  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future semi-skilled mechanical maintenance positions located within state government. Semi-skilled work is defined as work performed below Journeyman status. Journeyman status is the formal recognition by an appropriate international or local trade organization or some type of similar formal validation. For more information regarding specific Journeymen status, see the appropriate Trades Classification Specification. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series is to be used exclusively for positions performing a variety of semiskilled work, below the Journeyman level, in the mechanical and building trades. This series encompasses maintenance positions represented by the Blue Collar and Non-Building Trades Bargaining Unit. They devote the majority of their time and are responsible for providing mechanical maintenance to various building systems and other related equipment. These positions also may be responsible for the structural maintenance to various State buildings.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the definition of confidential, professional or supervisor as defined in s. 111.81 (7) and (13) and (19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions whose duties includes the design, modification, repair, maintenance and installation of complex HVAC and/or refrigeration controls and related equipment for a majority of time and are more appropriately classified as Heating, Ventilating, Air Conditioning (HVAC)/Refrigeration Specialist.
  3. Positions whose duties includes building and facility maintenance a majority of the time rather than performing mechanical maintenance or coordinating a maintenance program and are more appropriately classified as Facility Repair Worker.
  4. Positions whose duties are responsible for specific aspects of a larger architecture/engineering management program for a majority of the time and are more appropriately classified as Engineering Specialist.
  5. Positions whose duties includes machining parts and instruments for a majority of the time and are more appropriately classified as Equipment Fabricator, Mechanician and Instrument Maker.
  6. Positions whose work includes automotive and heavy equipment repair and maintenance for a majority of the time and are more appropriately classified as Automotive Mechanics.
  7. Positions whose duties include skilled trades work for a majority of the time and whose work requires certification in a craft or recognition by another authority in order to perform the work and are more appropriately classified in the trades such as Electrician, Plumber, etc
  8. All other positions which are more appropriately identified by other series.
- D. Entrance Into and Movement Through This Classification Series

Employees enter positions in this classification series by competitive examination. All levels within this series are considered to be objective levels. Reclassification to the advanced level will be permitted only when it can be demonstrated that the change in duties and responsibilities justifying the class change are a logical and gradual outgrowth of the original position's previous duties and responsibilities. Movement to the Lead worker allocation of the Advanced level cannot be by classification but must be by competition.

## **II. DEFINITIONS**

### **FACILITIES MAINTENANCE SPECIALIST**

This is general building/grounds mechanical maintenance and repair work of a routine and relatively non-complex nature. These positions perform a variety of tasks of a semiskilled nature, requiring the manual use of tools and some mechanical aptitude. Positions in this class spend the majority of their time on the following activities: 1) inspect, maintain and repair specialized equipment, e.g., food service, swimming pools, water softeners, mailing machines, eye wash stations, fire prevention equipment, door closers and fans, custodial equipment. In addition for less than a majority of the time, these positions may be responsible for facilities repair, e.g., general carpentry; concrete/asphalt; maintaining grounds and grounds equipment; plumbing; electrical; mechanical; locks; security systems; and HVAC and monitoring Energy Management System (EMS); or 2) coordinate general mechanical/facilities maintenance and repairs program within an assigned area; leads a crew of workers, and direct students, inmates, and/or

Limited Term Employees (LTE's). [Note: A leadworker is an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned.] Work is directed by higher level maintenance personnel such as Facilities Maintenance Specialist – Advanced, Building/Grounds Supervisors, etc. Work is performed under general supervision.

Positions are assigned any combination of the following duties:

- Perform routine preventive maintenance and minor repairs to HVAC systems, including their associated controls (e.g., thermostats).
- Maintain and perform minor repairs to water heaters.
- Clean, lubricate and repair swimming pool filters and pumps.
- Maintain and repair kitchen appliances.
- Perform preventative maintenance on mechanical equipment such as motor generators, air compressors, steam pumps and vacuum pumps.
- Regenerate water softeners and replace filters.
- Clean, maintain, adjust and repair a variety of mechanical, automated and electronic mailroom equipment.
- Inspect and test emergency shower and eye wash stations in laboratories.
- Inspect, test and maintain fire extinguishers, fire prevention equipment (e.g., fire hoses, standpipes, etc.)
- Perform preventive and required maintenance on exercise equipment (e.g., exercise bikes, rowing machines, ice skates) and mechanical machinery (e.g., Zamboni, ice edger, floor sweepers, carpet extractors).
- Repair and maintain laundry machinery.
- Coordinate and lead other maintenance personnel i.e., Facility Repair Workers.
- Coordinate and direct other maintenance personnel i.e., students, inmates, and/or LTE's.
- Perform tasks below the Journeyman level in automotive maintenance and repair.

### **FACILITIES MAINTENANCE SPECIALIST – ADVANCED**

This is advanced level mechanical/facilities maintenance and repair work. Positions in this class operate, maintain and make repairs on structural, electrical, plumbing, heating, refrigeration, air conditioning and other mechanical systems and apparatus commonly used in office and institutional buildings/grounds complexes. Work is performed under general supervision.

There are four allocation patterns for this level:

1) Complex Maintenance – employees who repair, maintain and install electrical and electronic equipment; plumbing equipment; various other types of mechanical and related equipment associated with elevators; water systems; kitchen and food service; health care and commercial laundry equipment. In addition, employees perform one or a combination of the following two tasks: operate, service and maintain high pressure boilers and all related equipment; and/or perform preventive maintenance, make repairs and perform minor installations to HVAC equipment. This may include performing technical maintenance a portion of the time and operating all computerized building systems to help identify mechanical malfunctions. **Note:** These positions spend less than 50% of their time on HVAC duties.

2) Lead workers - employees who perform various types of mechanical/facilities maintenance, repair work and function as a lead worker over permanent lower level Facilities Maintenance Specialists and may also lead Facilities Repair Workers. Lead Worker is defined as an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the

employee's work unit as assigned and documented on the work unit's organization chart. Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

3) Specialized Certifications/Licensure – such as Asbestos abatement, wastewater treatment, certified pool operator, etc. These employees spend the majority of their time using their specialized certification/licensure and are required to have this certification/licensure.

4) One person shop - employees who independently coordinate the entire maintenance operation in an institution, state office building such as a Department of Transportation (DOT) district office, a specific assigned area of a complex operation such as a correctional center or a fish hatchery. Duties include all facilities and grounds maintenance along with all mechanical and/or electrical maintenance. These positions may contract out major projects that are too large and/or too time consuming to maintain themselves. In such a case, the Facilities Maintenance Specialist - Advanced is responsible for coordinating the work of these contractors.

Positions at this level perform the duties of the Facilities Maintenance Specialist, and are also assigned any combination of the following duties a majority of the time:

- Maintain and repair refrigeration and fuel storage units, including pumps and valves.
- Install and repair air conditioners and climate control devices.
- Monitor computerized chemical or environmental control center making adjustments as needed and/or dispatching other mechanics, building trades or other professionals as required.
- Maintain and replace electrical units such as motors, switches, and outlets.
- Replace and rebuild pumps and compressors.
- Repair, enclose, encapsulate or remove asbestos-containing material.
- Function as a lead worker to other Facilities Maintenance Specialists.
- Requisition supplies and recommend equipment for purchase.
- Inspect, maintain and repair wells, pumps and water pressure and distribution systems.
- Design small additions or fixtures to the facility complex such as furniture, storage sheds, foot bridges, etc. by sketching the basic design and listing the materials needed or adapting existing designs to current needs.
- Construct from own sketches or from blueprints submitted by others small additions to the facility complex to expand the operation of the facility.
- Perform repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.
- Maintain the grounds of the facility in a condition that is both aesthetic and safe for others at the facility.
- Operate and maintain the sewage treatment and disposal system for the facility in compliance with state regulations.
- Operate and maintain the water treatment and distribution system for the facility in compliance with state regulations.
- Operate and maintain the facility's furnaces and air conditioning systems to insure they are functioning properly and the facility's buildings are climatically habitual.
- Perform maintenance and minor repairs on equipment used at the facility.
- Prepare and maintain records of activities as required.
- Perform maintenance, inspect, diagnose, repair, troubleshoot, and record keeping of major complex swimming pools and filters.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective June 25, 2006 and announced in Bulletin OSER-0107-MRS/SC as a result of the Facilities Repair and Maintenance Survey. This classification series replaced the former classification series of Facilities Repair Worker and Maintenance Mechanic.

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