

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FACILITIES REPAIR WORKER
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 building and grounds maintenance and repair 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 combination of general maintenance and repair work to various building types and equipment for a majority of the time. This series encompasses maintenance positions represented by the Blue Collar and Non-Building Trades Bargaining Unit. Work performed is semi-skilled in nature and does not require the attainment of training experience that is required to perform professional trades work at the Journeyman level.

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 work 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 work includes mechanical maintenance or coordination of a maintenance program for a majority of the time and are more appropriately classified as Facilities Maintenance Specialist.
4. Positions that are responsible for manual custodial tasks within a variety of state facilities for a majority of the time and are more appropriately classified as Custodian.
5. Positions whose work includes manual and labor intensive work such as loading and unloading trucks, recycling or garbage collection/disposal for a majority of the time and are more appropriately classified as Laborer.
6. Positions that perform groundskeeping duties for a facility or campus for a majority of the time and are more appropriately classified as Groundkeepers.
7. Positions that perform 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 as Electrician, Plumber, Carpenter, 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.

II. DEFINITIONS

FACILITIES REPAIR WORKER

This is general maintenance and repair work to facilities, grounds and equipment of a semi-skilled nature. The tasks are routine and non-complex. Positions in this class spend the majority of their time on the following activities: 1) inspect, maintain and repair floors, roofs, walls and ceilings including maintaining doors, windows and screens. Employees in this class may also inspect, maintain and repair grounds, including parking lots and sidewalks; or 2) function as helpers to craftsmen or assistants to Locksmiths or Facilities Maintenance Specialists. Work is typically performed under the direction of higher level maintenance personnel such as Facilities Maintenance Specialist, Facilities Maintenance Specialist – Advanced, Building and Grounds Supervisors, etc.

Examples of work performed for a majority of the time, but are not limited to the following duties:

- Assemble, install, and/or maintain outdoor furniture (i.e. benches, picnic tables, park and outdoor recreation equipment).

- Assemble office furniture.
- Assist in installation of wall and floor coverings (i.e., wall and floor tiles, carpet, wall base, wall protection).
- Assist in remodeling or improvement projects such as painting, staining, carpentry, cement or masonry work.
- Inspect, maintain and repair parking lots and/or ramps.
- Make and maintain signs.
- Repair to windows, screens, walls or furniture.
- Replace light bulbs.

In addition to structural/architectural maintenance and repair work, positions may also perform similar duties to those below, but not for a majority of time:

- Assist in moving various building furnishings (i.e., office furniture, equipment and appliances).
- Assist in preventative maintenance on mechanical systems (i.e., air handling systems, chillers, air compressors and pumps).
- Clean surfaces such as floors, walls, bathroom facilities, windows and furniture using proper cleaning/polishing solutions, brushes, cloths, squeegees and power equipment.
- Perform minor maintenance and repair to small equipment and appliances.
- Perform grounds maintenance such as lawn mowing, landscaping, snow removal, and tree and shrub trimming.

FACILITIES REPAIR WORKER – ADVANCED

This is responsible level facilities repair and maintenance work. Positions perform a variety of tasks of a semi-skilled nature. Work at this level is more complex in nature than at the Facilities Repair Worker level. Positions in this class occasionally direct and coordinate the work of other facilities repair workers, inmates, students or Limited Term Employees on projects, but is not considered a leadworker. [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.] Positions at this level may perform limited trades work below the journeyman level. This includes repair or replacement of existing structures or equipment that does not alter or affect the performance of any building system, structure, exterior walls, roof or exits or the fire protection, or construction under guidance of an architect or engineer. Work may include decorative and cosmetic changes within a building and preventative maintenance to driveways, sidewalks and fences. Work is more varied and complex in nature than tasks performed by the Facilities Repair Workers. Work is performed under the general supervision of higher level maintenance personnel or supervisor.

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

- Assemble and fasten material to construct wood or metal framework of structure, using bolts, nails or screws.
- Build forms, and pour and finish concrete floors, foundations, steps, retaining walls, sidewalks and curbs.
- Install partitions and repair furniture, shelves, bookcases, cabinets or desks.
- Operate and maintain equipment such as sanders, hand and table saws, and planers.
- Perform architectural repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.
- Perform carpentry, masonry, painting, electrical and plumbing tasks below the Journeyman level.
- Prepare and maintain records of activities as required.

- Repair and install carpet.
- Requisition supplies and recommend equipment for purchase.

In addition to structural/architectural maintenance and repair work, positions may also perform similar duties to those below, but not for a majority of time:

- Assist Facility Maintenance Specialists or HVAC Specialists with monitoring computerized environmental control center making adjustments as needed and/or dispatching facilities maintenance specialists, building trades or other professionals as required.
- Coordinate and direct other maintenance personnel (i.e.; Facility Repair Workers, students, inmates, and/or LTE's) on projects.
- Operate and perform preventative maintenance on equipment such as tractors, snow removal equipment, dozers, trenchers, sprayers, mowers, etc.
- Perform preventative maintenance and minor repair to mechanical systems (i.e., air handling systems, chillers, air compressors and pumps).
- Perform basic welding and metal cutting tasks below the Journeyman level.

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 Workers and Maintenance Mechanics.

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