



## Facilities Services Series

Classification Title	Class Codes	Date Established	Date Revised
Facilities Worker I	6250	07-01-00	09-03-03
Facilities Worker II	6251	07-01-00	09-03-03
Facilities Maintenance Mechanic	6940	09-16-61	09-03-03
Farm Maintenance Mechanic	6941	09-25-81	09-03-03

### OVERVIEW:

The Facilities Services series is comprised of four classifications with varying levels of responsibility for the maintenance, repair, construction and renovation of general and preventive facilities and systems. Work in this series ranges from semi-skilled to skilled, journey-level generalist work in the electro-mechanical and building trades. Assignments typically fall into one or more trade areas involving the installation, maintenance and repair of facilities and mechanical systems and/or construction and facilities renovation. Positions requiring skilled journey-level work with duties primarily falling within one specific trade are not appropriate for this series.

All incumbents clean and maintain materials, tools and equipment used in the performance of duties; perform all work in accordance with established safety procedures; maintain a safe and clean work environment; maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems; prepare standard reports; and consult and work with other trades workers. Work may involve exposure to hazardous materials. Incumbents may be required to possess a California Driver's License valid for the operation of any vehicle or equipment they are required to maintain and operate.

Examples of typical activities for each classification are not meant to be all inclusive or restrictive; incumbents may perform related work activities.

### FACILITIES WORKER I

The Facilities Worker I is a semi-skilled general facilities maintenance classification. Incumbents in this classification perform a variety of general and preventive maintenance and repair work that does not require journey-level skills. Incumbents independently perform a variety of semi-skilled facilities and systems maintenance functions or may work under the direction of journey-level crafts worker on complex assignments.

Incumbents typically respond to daily service calls; perform routine preventive maintenance functions for facilities and systems; set up jobs and perform the manual labor preparation; clean, maintain and repair fixtures, equipment and appliances; assist in the installation of facility and systems materials, fixtures and mechanical equipment; assist in electrical work; assist in maintenance and repair of electrical lines and fixtures; assist in the installation, maintenance and repair of plumbing and HVAC systems; assist in facilities renovations and new construction; assist in painting buildings and equipment; participate in construction site/remodel tear down and set up; make simple interior and exterior repairs; make standard furniture and carpet repairs; and perform related facilities and systems support functions.

## TYPICAL QUALIFICATIONS:

**Knowledge** - Work requires working knowledge of the common terminology, methods, practices, tools and procedures related to building and facilities services, maintenance and repair and/or a base knowledge of a building/construction or mechanical trade.

**Abilities** - Must be able to perform proficiently a variety of semi-skilled facilities maintenance and repair tasks; operate all applicable tools, equipment and systems; follow standard written instructions and procedures; read and write at a level appropriate to the position; perform simple arithmetic calculations as required by the position; and demonstrate the ability to learn maintenance and repair functions. All positions require the performance of strenuous manual labor.

**Experience** - These abilities normally would be acquired through any combination of experience and training equivalent to six months of experience as a trades assistant or laborer, or six months of hands-on experience in general facilities and systems maintenance and repair work.

## FACILITIES WORKER II

Under general supervision, the Facilities Worker II independently performs a wider range of more complex semi-skilled and basic skilled facilities and systems maintenance, repair and renovation work; however, the work of a Facilities Worker II does not require full journey-level skills. In addition to the work performed by the Facilities Worker I, incumbents must be able to perform basic trade work in three or more trades; analyze and troubleshoot problems across multiple trade functions; and perform necessary repairs independently. Compared to the Facilities Worker I, the Facilities Worker II is trained in specific trade tasks which require a broader knowledge in several trades and a basic knowledge of theories, codes, procedures and general trade practices in applicable trade areas. Incumbents work under the direction of a skilled crafts worker on the more complex, trade-related assignments.

Examples of work activities in basic trade areas for this classification may include installing faucets, flush valves and other basic plumbing devices; running DWV piping, soldering pipe and clearing drains; installing outlets and switches; replacing ballasts and fixtures (non-energized systems); pulling wire; installing and adjusting door hardware; installing venetian blinds and fasteners; building basic formwork; installing and replacing windows; sanding, patching, masking and clean-up; setting and pouring concrete; performing basic painting; performing skilled laborer work; and performing routine mechanical maintenance.

## TYPICAL QUALIFICATIONS:

**Knowledge:** In addition to knowledge required of the Facilities Worker I, the Facilities Worker II must possess a more comprehensive knowledge of specific methods, practices and tools related to facilities and systems maintenance and repair in areas such as plumbing, HVAC, electrical, carpentry, painting and mechanical systems; semi-skilled and basic skilled knowledge across multiple trades; general knowledge of applicable trade safety practices; working knowledge of building codes; and basic knowledge of electrical theory and mechanical principles.

**Abilities:** In addition to the abilities required of the Facilities Worker I, the Facilities Worker II must demonstrate semi-skilled and basic trade proficiency in multiple trade and maintenance tasks.

**Experience:** In addition to the experience required of the Facilities Worker I, the abilities of the Facilities Worker II normally would be acquired through any combination of experience and training equivalent to three years of hands-on experience in general facilities and systems maintenance and repair, or comparable experience as a trades assistant or laborer with demonstrated proficiency in the required duties.

## FACILITIES MAINTENANCE MECHANIC

The Facilities Maintenance Mechanic is a skilled generalist, performing at a journey-level in one trade with strong skills in other trades. Incumbents independently perform a variety of skilled preventive and general maintenance, repair, construction, and renovation work on facilities and systems. The Facilities Maintenance Mechanic is distinguished from the Facilities Worker classifications by the independent performance of skilled, journey-level trade work, particularly in the electro-mechanical trades.

Incumbents typically operate, test, install, repair and perform corrective and preventive maintenance on mechanical facilities equipment and systems including HVAC and plumbing systems; perform electrical maintenance and repair work including work on low voltage control systems; use computerized maintenance systems to ensure preventive maintenance program objectives are met; perform a wide range of facilities renovation, maintenance, and repair work; estimate costs of materials and labor; determine the priority for requisitioning materials and supplies; may perform welding to make repairs and fabricate and construct parts; may monitor contractor performance and work progress; respond to routine maintenance and service requests; and provide instruction and direction to unskilled and semi-skilled assistants.

### TYPICAL QUALIFICATIONS:

**Knowledge:** Work requires thorough knowledge of the methods, materials, equipment and tools used in one skilled trade area; working knowledge of materials, methods, equipment and tools in related trade areas pertaining to facilities, systems, construction and renovation; thorough knowledge of generally accepted trade practices in trade specialty; working knowledge of computerized maintenance and building automation systems; working knowledge of applicable building and safety codes and regulations related to facilities, systems and renovations.

**Abilities:** Must be able to demonstrate journey-level skill in one trade and strong skills in other applicable trades; operate construction and related equipment; use considerable judgment and discretion in performing duties; read, interpret and work from blueprints, plans, drawings, and specifications; make rough sketches; estimate cost, time and materials of maintenance, repair and renovation work; maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems; prepare standard reports; provide instruction to unskilled and semi-skilled assistants; analyze and respond to emergency situations; read and write at a level appropriate to the position; and perform arithmetic calculations as required by the position.

**Experience:** These abilities normally would be acquired through four years of increasingly responsible experience leading to journey-level skills in a mechanical or facilities/building trade, or any equivalent combination of training and experience as a facilities and systems mechanic which demonstrates the achievement of journey-level skills equivalent to that acquired through completion of an applicable apprenticeship program.

## FARM MAINTENANCE MECHANIC

The work of the Farm Maintenance Mechanic is distinguished from the Facilities Maintenance Mechanic by the complexity of the facilities and utility systems maintained. Incumbents are skilled generalists, capable of independently performing at a journey-level in one or more mechanical trades and/or at a senior trade level in the maintenance, modification, design and repair of mechanical equipment, machinery, utility systems, buildings and facilities found on a diversified farm. Incumbents typically perform general and preventive facilities and systems maintenance, repair, and renovation work required for farm facilities. Work typically includes renovating classrooms; surveying ground sites; directing the construction of forms and pouring of cement; maintaining, servicing and repairing of irrigation, domestic pressure, and animal waste lift pumps; maintaining, servicing and repairing of HVAC and plumbing systems; and performing all electric and gas welding and cutting. Additionally, incumbents develop job specifications, material requests and cost estimates for assigned jobs; maintain inventory of parts and materials; recommend purchase and storage of parts and equipment; instruct others in safety rules and ensure they are observed; maintain and prepare work records; supervise a maintenance shop; and may work with students assigned to the farm or similar maintenance and construction projects.

Incumbents also may be assigned lead responsibilities for other journey-level crafts workers and/or semi-skilled assistants. Lead work direction involves making work assignments, laying out and coordinating the work flow for jobs, and preparing materials lists and supplies for jobs.

### **TYPICAL QUALIFICATIONS:**

**Knowledge:** In addition to the knowledge required of the Facilities Maintenance Mechanic, the Farm Maintenance Mechanic requires a more thorough and specialized knowledge of the methods, materials, tools and equipment involved in facility systems and mechanical maintenance, construction and renovation; thorough and comprehensive knowledge of building construction principles, methods and techniques including foundations, framing, maintenance and repair; and a more comprehensive knowledge of applicable state and federal codes and regulations pertaining to facilities, plumbing systems, HVAC systems, electrical systems, and concrete and structural aspects of buildings.

**Abilities:** In addition to the abilities required of the of the Facilities Maintenance Mechanic, the Farm Maintenance Mechanic must be able to demonstrate journey-level skill in a mechanical or related trade; develop construction and renovation plans; develop job specifications, material requests and cost estimates for assigned jobs; perform skilled to highly skilled repair, maintenance and modification work; maintain records; and prepare more complex reports.

**Experience:** In addition to the experience required of the Facilities Maintenance Mechanic, the abilities of the Farm Maintenance Mechanic normally would be acquired through two years of journey-level experience as a skilled crafts worker focused on mechanical maintenance, repair and renovation of more complex facilities and systems.