

MAINTENANCE SPECIALIST 3

DEFINITION

To perform building and physical plant mechanical and electrical maintenance work and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Maintenance Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties and skilled work assigned to classes within this series.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Maintenance Supervisor. May provide technical and functional supervision for Maintenance 1 and 2 employees as assigned.

EXAMPLES OF DUTIES - Duties include those of Maintenance Specialists 1 and 2, and are not limited to the following:

Inspects, maintains and repairs mechanical and electrical systems as part of preventive, routine and emergency maintenance, i.e. alarm system, automatic locks, and sound systems.

May provide a wide range of electrical services including wire inspection and repair, motor replacement, switch replacement, and lighting system repair with proper certification.

Provides a wide range of building trades maintenance services including simple carpentry, masonry, painting, plastering, roofing, plumbing, glazing, cement and wall finishing.

Installs or assists in installing, checks, maintains, and repairs heating, ventilation and air conditioning equipment and systems.

Inspects, diagnoses, repairs and reassembles motors, fixtures and equipment using most cost effective and efficient means, i.e. comparable substitutes.

Determines replacement parts and installs parts, adhering to National Electrical Code.

Uses test equipment and meters to diagnose problems and check completed work.

EXAMPLES OF DUTIES (continued)

Tests and operates emergency generators and lighting systems as part of preventative maintenance program.

Troubleshoots machinery and equipment from wiring diagrams, blueprints, schematics and building plans.

MINIMUM QUALIFICATIONS

Knowledge of:

Mechanical and electrical systems maintenance, repair and installation procedures.

Laws, rules, regulations and code governing the installation and repair of mechanical/electrical fixtures and systems.

Electrical theory and the application of electrical theory.

Safety/environmental procedures and processes associated with electrical and mechanical maintenance and repair.

Operating principles of heating, ventilating and air conditioning systems.

Terminology and symbols used in wiring diagrams, blueprints, schematics and building plans.

Tools and materials used in maintaining building and facilities.

Computerized automated systems providing heating, air conditioning and ventilation to buildings.

Ability to:

Use electrical testing equipment and meters to diagnose and repair system and equipment failures.

Repair the electrical portion of lighting, heating, ventilating and air conditioning systems.

Perform repairs on plumbing, structure, fixtures, and equipment.

LANE COUNTY
Maintenance Specialist 3 (continued)

Ability to: (continued)

Establish and maintain effective, professional, and productive working relationships with those contacted in the course of work.

Experience and Training

Training/Certification

Equivalent to the completion of the twelfth grade supplemented by training in electrical work, HVAC systems maintenance or a related field.

Limited Maintenance Electrician or higher electrical license; Mechanical/HVAC certificate; Stationary Engineer; Building Operator Certification (Level 2); or other types of continuing education that demonstrate the competencies and/or skill sets that exceed those required of a Maintenance Specialist 2.

Experience:

Five years of mechanical, electrical, and building system maintenance experience, preferably with large building systems.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon driver's license at time of appointment. May be required to pass a pre-employment physical exam, driving records check and thorough police background review.