

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**

**CLASS TITLE: Facilities Maintenance Specialist**

<b>BAND:</b> <b>B</b> <b>B</b>	<b>GRADE:</b> <b>2</b> <b>3</b>	<b>SUBGRADE:</b> <b>5</b> <b>2</b>	<b>CLASS CODE:</b> <b>J23-7125</b>
<b>DEPARTMENT:</b> Facilities	<b>ACCOUNTABLE TO:</b> Program Analyst	<b>JOB FAMILY:</b> Facilities	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> Performs skilled activities involving application of Heating, Ventilation and Air conditioning (HVAC), Direct Digital Control (DDC), electronic and electrical principals and theories while diagnosing and troubleshooting systems and equipment problems. Monitors, services, inspects and repairs HVAC, electrical and/or electronic systems and performs various other skilled maintenance and repair activities in County facilities.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Facilities Maintenance Specialist classification is the third level of a four level journey classification series. The Facilities Maintenance Specialist classification is distinguished from the Maintenance Supervisor classification which has responsibility for assigning, monitoring and reviewing work, and from the Facilities Maintenance Technician class which has less specialized responsibility.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>BAND/ GRADE</b>
1.	Identifies, troubleshoots and diagnoses problems with electrical, electronic, fire alarm, intercom and sound, heating and air conditioning, security and other complex systems in County facilities. Sets up standard test apparatus or devices to test equipment and circuitry, to conduct functional, operational and environmental life tests, and to evaluate performance and reliability of equipment. Analyzes and interprets the test data and adjusts, calibrates, aligns and modifies the circuitry and components as needed. Records effects, writes technical reports and develops maintenance and troubleshooting procedures.		B2
2.	As a electrician, electronics or HVAC specialist, performs activities related to planning and implementing maintenance and repair projects such as: participating in meetings with vendors, customers, engineers, architects and user department representatives; estimating costs; writing technical reports; developing troubleshooting procedures; evaluating code, safety or other implications and long and short term affects of the planned project.		B2
3	Lays out, repairs, tests, installs and modifies HVAC, electrical and/or electronic components of building systems and equipment. Reads, sketches and interprets complex circuitry and other blueprints and drawings. Draws sketches and schematics to clarify design details and functional criteria of electronic units.		B2
4.	Sets parameters within a computer system (programming) for fire systems, Direct Digital Control (DDC) systems and security systems. Assembles experimental circuitry and models according to technical manuals and knowledge of electronic systems and components.		B2
5.	Monitors HVAC performance and energy consumption utilizing digital sensors; gathers basic electrical energy conservation information such as power factor, wattage, demand KVARs etc. Maintains building equipment such as air handlers, cooling towers, exhaust fans, heat pumps etc. by checking equipment, replacing air filters, replacing belts, lubricating motors and bearings, and providing service as needed.		B2
6.	Participates in and provides information and on the job training to other staff members is area of specialty.		B2
	Use and maintenance of equipment required to perform the duties of the job.		
8.	Performs other duties as required.		

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### **Knowledge of:** (position requirements at entry):

- Facilities engineering theory and practices;
- Equipment testing methods and electrical theory as applied to area of specialty;
- Institutional building equipment control devices;
- Safety precautions related to hazardous materials;
- Basic federal, state and local codes and regulations;
- Mathematics sufficient to calculate layouts, costs and other information, and
- Customer service techniques.

### **Skills** (position requirements at entry):

- Using a computer, electrical and electronic testing equipment and devices;
- Reading and interpreting plans, schematics and diagrams sufficient to serve as a project lead;
- Operating and maintaining HVAC, electrical and other maintenance equipment and systems;
- Performing routine plumbing, carpentry, and construction repairs;
- Maintaining data storage and retrieval;
- Preparing and analyzing reports, schematics and other information;
- Interpreting, communicating and evaluating energy saving procedures;
- Troubleshooting, diagnosing and identifying resolution alternatives to complex maintenance building maintenance problems;
- Establishing and maintaining effective interpersonal relationships; and
- Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction.

### **Training and Experience** (position requirements at entry):

Associate Degree and four years experience in building maintenance which includes two years' experience working in electrical, electronic or HVAC repair at the journey level in a facilities environment; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

### **Licensing Requirements** (position requirements at entry):

- Appropriate specialty certification or equivalent journey level validation.
- Valid State of US Driver's License
- Successful completion of a criminal background check and general employment verification;
- Some positions may require additional licensing such as:
  - CJIS (Criminal Justice Information Services) training required within 2 weeks of employment
    - 40-hour HAZWOPER certification within one year of appointment.
    - Washington State Department of Agriculture Pesticide Applicators License within 6 months of appointment
    - Defensive Driver certification within 2 weeks of employment

### **Working Conditions:** Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel. Work in confined spaces, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Heavy Work: Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force

### **Classification History:**

New Class: 4/03

Revised: 10/21

Revised: 12/22

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FINAL