

Job Family Description

Jobs whose primary duties generally involve the maintenance of buildings, facilities, and/or grounds. Individuals assigned to this family may also supervise the persons performing these duties. This family also includes individuals who may manage a facility or a portion of a facility.

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| SC5001 | Facility Svcs I | Grade 101 |
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Level Definition:

Work involves responsibility for planning and performing cleaning, laundry, and/or custodial duties in designated area. Perform work at the entry level under the guidance of supervisor or other more experience staff. May involve the preparation, operation, and maintenance of equipment.

Knowledge Skills & Abilities:

Ability to apply general rules to specific problems. Ability to complete work assignments on time, accurately and with attention to detail. Ability to understand basic instructions and use tools necessary for assigned work. Knowledge of applicable safety requirements. Knowledge of custodial and/or laundry techniques and procedures to do the job.

Minimum Education & Experience:

Ability to demonstrate equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certifications, experience and/or additional qualifications depending on the position to be filled.

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| SC5002 | Facility Svcs II | Grade 102 |
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Level Definition:

Work at this level involves performing basic assignments related to operation and maintenance of buildings or grounds. Some positions may include supervision of one or more functions of limited complexity. All work is performed under direct supervision.

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels – Ability to set priorities. Ability to plan, assign, and or supervise work of others. Ability to plan and assign work of others. Knowledge of maintenance, repair, and operation of buildings, equipment, and /or systems. Ability to interact with team members/customers in professional manner. Ability to prepare and maintain records and reports.

Minimum Education & Experience:

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring

agency may specify education, certifications, experience and/or additional qualifications depending on the position to be filled.

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| SC5003 | Facility III | Grade 103 |
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Level Definition:

Work at this level involves performing routine maintenance and repair of electronic equipment, boilers, HVAC systems, power plant equipment, buildings or grounds. Some positions may include supervision of one or more functions of limited complexity. All work is performed under direct supervision.

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels –Ability to learn and apply new processes and adapt to changing priorities and complete work on time. Skill in the use of tools and equipment necessary to perform the job. Knowledge of inventory control.

Minimum Education & Experience:

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At the time recruitment the hiring agency may require additional education, certification, experience and/or additional qualifications depending on the position to be filled.

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| SC5004 | Facility Svcs IV | Grade 104 |
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Level Definition:

Individuals at this level work independently performing mid-level maintenance and repair of electronic equipment, boilers, HVAC systems, power plant equipment, buildings or grounds. May involve participation in determination of project objectives and outcomes. Often has end-to-end responsibility for projects. Provides technical guidance to others. Some positions are working supervisors.

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels –Skill in assessing the performance of others and to take corrective actions as necessary. Ability to interpret and apply regulations, policies, and procedures. Advanced knowledge of maintenance, repair, and operation of buildings, equipment, and/or systems. Highly skilled in the use of tools and equipment necessary to perform the job. Ability to enforce safety and security rules and regulations. Ability to devise solutions to administrative or operational problems.

Minimum Education & Experience:

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may require additional education, certification, experience and/or additional qualifications depending on the position to be filled.

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| SC5005 | Facility Svcs V | Grade 105 |
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Level Definition:

Individuals at this level work independently performing high-level management, maintenance and/or repair of electronic equipment, boilers, HVAC systems, plumbing, power plant equipment, buildings or grounds. Regularly has end-to-end responsibility for medium sized projects or programs. Most often supervises the work of others either directly or indirectly.

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels – Ability to train staff of all levels of ability and experience. Ability to analyze and solve semi-complex work related problems. Ability to evaluate distinct information to form general conclusions. Ability to respond quickly to emergencies.

Minimum Education & Experience:

High School diploma or equivalent, or combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may require additional education, licensing, experience and/or additional qualifications depending on the position to be filled.

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| SC5006 | Facility Svcs VI | Grade 106 |
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Level Definition:

Individuals will be responsible for management of, operations, construction, planning, and/or development of a facility. Individuals at this level perform most or all duties associated with a single or small number of facilities or plant operations. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Manages the work of others either directly or indirectly. Alternately, these individuals may be assigned in an assistant director capacity within an agency with a large number of facilities or very complex plant operations.

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels – skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Extensive knowledge of principles involved in resource allocation and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures. Skilled in

negotiation and facilitation. Advanced ability to devise solutions to administrative or operational problems. Developed knowledge of project or program planning and implementation.

Minimum Education & Experience:

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may require additional education, licensing, experience and/or additional qualifications depending on the position to be filled.

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| SC5007 | Facility Svcs VII | Grade 107 |
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Level Definition:

Work consists of directing the daily activities required to maintain the physical plant of a state agency including buildings, associated power facilities, and surrounding grounds. Individuals at this level perform most or all duties associated with a relatively larger number of facilities or very complex plan operations. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Manages the work of others either directly or indirectly.

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels – Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Expert level ability to develop, interpret, and evaluate policies and procedures. Expert skills in planning and assigning work. Ability to access work done by outside contractors.

Minimum Education & Experience:

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. Significant work experience in a complex physical plant, including supervisory experience. At time of recruitment the hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled.

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| SC5008 | Facility Svcs VIII | Grade 108 |
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Level Definition:

Work consists of directing the daily activities required to maintain the physical plant of a state agency including buildings, associated power facilities, and surrounding grounds. Individuals at this level perform most or all duties associated with a relatively larger number of facilities or very complex plan operations. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Manages the work of large staff of supervising technicians
 Defines, directs, and provides leadership for the most highly complex and challenging programs or projects.

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels – Expertly Skilled in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Master level knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Master level ability to develop, interpret, and evaluate policies and procedures.

Minimum Education & Experience:

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. Significant work experience in a complex physical plant, including supervisory experience. At time of recruitment the hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.