

# Facilities Specialist

**Job Code**  
3271N2

**Job Title**  
Facilities Specialist

**Pay Grade**  
21

## CONCEPT:

This is work as a master craftsman or a specialist in multiple crafts or trades. Work requires highly specialized knowledge, experience and ability to independently perform and complete projects requiring a variety of crafts and trades including electrical, carpentry, plumbing, HVAC, sheet metal and painting. Plans, develops and coordinates large-scale projects and programs. May serve as team leader or project lead worker.

## TASKS:

- Conducts all aspects of a job performing multiple crafts or trades on construction or renovation projects from start to finish at the master craftsman level. Reads, interprets and works from blueprints and specifications and provides estimates, equipment, materials and costs needed to assure repair and changes can be completed with available funds and manpower.
- Serves as lead worker or team leader for special projects and remodeling or renovation, such as HVAC, electrical, plumbing, welding, physical plant, carpentry, sheet metal, and painting.
- Troubleshoot, maintain, repair and alter existing secondary circuits and primary, 15KV, electrical distribution systems, and installs new according to plan in accordance with N.F.P.A. code requirements. Installs, maintains, calibrates and repairs electronic equipment. Recommends suitable electronic materials and components. During renovation upgrades, installs new electrical distribution system to include; breaker panels, bus/ducts, race ways, branch conduit and circuitry.
- Replaces or repairs or installs plumbing fixtures, faucets, valves, fittings, bath and shower facilities, water heaters and related equipment; removes worn, damaged, or leaking items; installs proper replacements or makes repairs in accordance with instructions or trade standards and ADA requirements.
- Alters/installs building systems such as electrical, HVAC, plumbing, electronic climate control and high end refrigeration systems, rough and finish carpentry which includes installation, removal, replacement of walls, floors partitions and ceilings, finish cabinetry and mill work, formica, application of epoxy and other adhesives, laying, finishing and refinishing flooring, hanging, taping and finishing sheetrock, painting including color tinting and matching, and lock system installation.
- Alters, fabricates, or installs building systems such as air ducts, air handling equipment, volume dampers, fire/smoke dampers, diffusers, laboratory fume hoods, environmental controls, VAV and CAV boxes, any type of air distribution equipment.
- Engineers, designs and fabricates any and all sheet metal products from blue prints, field surveys or combination of both. Makes field modifications when necessary to ensure proper installation and function. Repairs or modifies existing sheet metal systems.
- Installs, tests and calibrates HVAC controls (pneumatic and electric/electronic) for valves, dampers, etc. Balance and document air distribution systems for supply, return, exhaust and other unique applications. Installs and tests plumbing devices for coils (reheat, chilled water, steam etc.)
- Services, repairs or replaces electrical appliances, motors, fuses, switches and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics and using electrical instruments and hand tools.
- Completes interior and exterior finish work with paint, plaster, stains, tints, wall coverings, and other appropriate finishes based on remodeling or restoration plans in buildings of a wide range of styles, ages, etc. Completes carpentry and masonry repairs or matches existing/antique structures, etc. in advance of application of appropriate finishes (oil- and water-based paints and stains, as appropriate) to window frames, doors, cabinetry, floors, walls, interior trim, and decorative moldings.

## LEVELS OF WORK

- Class Group consists of one class.

**Minimum Requirement:**

Five years of experience in the mechanical or building trades. Education may be substituted for experience as determined relevant by the agency.

**Necessary Special Requirements:**

Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties; possess a valid driver's license; and/or have an EPA approved CFC and general refrigerant reclamation certification.

REF: 12/13