

UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

FACILITIES MAINTENANCE WORKER

CAREER LEVEL	DBM RATING	FLSA STATUS
CL1	A11	Non-Exempt
CL2	A12	

NAT URE OF WO RK	• This classification performs defined tasks related to cleaning assigned areas, performing basic grounds keeping responsibilities, custodial services, and/or minor and basic maintenance responsibilities. • This classification is typically assigned to a specific building or function (grounds, custodial, etc) on a specific campus. However, incumbents on small campuses may have responsibilities that overlap building and grounds assignments. ○ For incumbents in Career Level 1 work is routine in nature with the majority of time dedicated to the performance of tasks related cleaning and maintaining assigned areas. ○ For incumbents in Career Level 2 work is primarily routine in nature but may also involve less routine tasks requiring broader knowledge of operations and equipment.
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TYPICAL CLASS RESPONSIBILITIES (These responsibilities are a representative sample of essential class duties; position assignments may vary.)	
1.	Maintains facilities and grounds which may include mowing; weed removal; trimming trees; picking-up litter; sweeping; mopping; making minor building repairs; moving furniture and equipment; and/or performing related duties.
2.	Operates and maintains a variety of vehicles, equipment and tools; completes routine maintenance on equipment, tools, and vehicles. May work with materials and chemicals associated with cleaning.
3.	Reports maintenance issues and equipment failures as appropriate.
4.	Maintains inventory levels within assigned area of responsibility.
5.	Performs other duties of a similar nature or level.

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LEVEL OF DECISIONS
Makes decisions that affect the manner and speed in which the elements of an operation are performed. Incumbents have a choice as to how the elements of an operation are performed, but not as to what elements constitute the operation. Determines quality and speed of assigned tasks. Incumbents work within defined operations, with the ability to determine how the operation's steps are performed but not what steps are in the defined operation. Incumbents may determine the tools to use for assigned tasks and responsibilities, but do not determine the specific tasks or projects to be performed.

DIRE CTI ON REC EIVE D	• Career Level 1 incumbents perform work assignments following clear, step by step instructions within assigned areas of responsibility. • Career Level 2 incumbents operate according to defined policies, procedures and standards.
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DIRE CTI ON PRO VID ED	• Career Level 1 incumbents may assign/delegate work assignments and smaller projects to student workers and/or temporary employees; May encourage teamwork and group efforts; May troubleshoot problems and issues commensurate with relevant experience. Career Level 2 incumbents may lead/coordinate and/or delegate work assignments and projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May motivate individuals and encourage group efforts; May handle the most complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.
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TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

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Incumbents assigned to **Career Level 1** may be responsible for:

- Using cleaning machines and equipment.
- Cleaning assigned rooms and/or buildings by following defined instructions.
- Performing facility set-ups and take downs as directed.
- Monitoring materials and supplies of assigned cart or area, notifying lead worker and supervisor as needed.
- Removing snow on sidewalks and around building using shovel.
- Mowing assigned lawns and fields.
- Planting, watering, and clipping assigned gardens and landscaping.
- Performing basic grounds activities, such as digging, etc.
- Utilizing equipment to perform seasonal or regular maintenance.
- Adhering to safety procedures, including reporting mechanical and/or safety issues.

Incumbents assigned to **Career Level 2** may be responsible for:

In addition to the **CL1** level:

- Providing work guidance to less experienced employees, such as answering procedural and process related questions.
- Utilizing more complex equipment to perform defined responsibilities, such as small front end loaders, etc.
- Monitoring a central supply area for an assigned building and notifying supervisor of any stocking or supply issues.
- Monitoring and performing routine maintenance on more complex equipment.

TRAINING AND EXPERIENCE	Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below. ● Career Level 1: High school diploma <u>or</u> equivalent (G.E.D.). No previous work experience necessary. ● Career Level 2: High school diploma <u>or</u> equivalent (G.E.D.) <i>AND</i> sufficient experience, including one year of custodial or grounds related work experience. The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. Additional qualifying experience may substitute for the education required of the assigned position.
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LICENSING REQUIREMENTS

Incumbents in this class may require appropriate licensure in the areas below if the incumbent performs duties requiring such licensure:

- Valid Maine driver's license

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KNO WLE DGE REQ UIR EME NTS	Classification knowledge requirements: ● Customer service principles; ● Safety principles; ● Equipment use and troubleshooting; ● Basic inventory principles.
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SKIL L REQ UIR EME NTS	Classification skill requirements: ● Providing exemplary customer service; ● Performing manual labor; ● Ability to understand Material Safety Data Sheets; ● Ability to pass required safety training; ● Monitoring and maintaining inventory; ● Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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PHY SICA L REQ UIR EME NTS	Positions in this class typically require: Ability to perform physical activities that require talking, hearing, seeing and considerable and repetitive use of arms and legs and moving entire body, such as reaching, standing, walking, fingering, grasping, feeling, climbing, lifting, bending, balancing, walking, stooping, and handling of materials. Heavy work: The ability to lift up to 50 pounds frequently, and/or in excess of 20 pounds of force constantly to move objects. Lifting and exerting forces more than 50 pounds requires assistance by other employee(s) or mechanical assistance. Individual forces must never exceed 50 pounds. Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.
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CLASSIFICATION HISTORY	
DATE	COMMENT
5/2/12	Final
7/26/18	Physical Requirements

The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.