



MAINTENANCE SPECIALIST

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Maintenance Specialist
Classification Code:	MNTSPC
Effective Date:	7/1/2011
Pay Grade:	B21-B22
FLSA Status:	Non-Exempt

Classification Summary

The Maintenance Specialist is a broad classification responsible for performing a variety of skilled and semi-skilled maintenance tasks in the areas of: City streets and rights-of-ways, wastewater collection and storm water conveyance systems, landscapes, buildings, traffic control systems, and fleet vehicles. Specific duties could include; performing inspections, preventative maintenance, and repairs; evaluating operations; prioritizing and assigning work; executing special projects/assignments; and responding to emergency spill containment and clean-up calls.

Following are descriptions of the competency levels:

Contributing – Applies basic skills and may develop advanced skill using tools; equipment and techniques; work is routine and instructions are usually detailed. This is the apprentice level position within the state certificate apprenticeship program

Journey Level – Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position. This is the journey level position within the state certificate apprenticeship program.

Distinguishing Characteristics

- This is the second level in the Maintenance series.
- Maintenance Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process.
- Maintenance Specialists are differentiated from Maintenance Coordinators as responsibility of the higher level classification is for the coordination, organization and assignments of individual crews.
- May include lead responsibilities for seasonal and apprentice employees, including other journey level staff on a rotational or project basis.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

Essential Duties	
1	Performs inspections and conducts preventative and/or ongoing maintenance and repairs.
2	Utilizes tools, materials and equipment related to assigned area of responsibility.
3	Evaluates equipment and supplies to ensure effective operations.
4	Executes special projects/assignments.
5	Effectively responds to emergency spills, clean-up, repair calls.
6	Provides oral and written reports as required.
7	Interacts with staff and the public to provide information, explain activities, policy, practice.
8	May lead the work of seasonal and apprentice employees, including other journey level staff on a rotational or project basis.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Qualifications	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
Training & Experience: High School Diploma or GED; and sufficient experience as necessitated by the competency level of the position.	
<ul style="list-style-type: none"> • Contributing Level: 0-2 years of experience in position or specialization; • Journey Level: 2-5 years of progressively responsible experience in position or specialization; • Specialized knowledge specific to area of assignment may be required. 	
Licensing and/or Certification Requirements:	
<ul style="list-style-type: none"> • Based upon assignment and competency level, specified licenses and/or certifications may be required. • Valid Oregon drivers license at time of appointment, depending on area of assignment. 	
Knowledge Required:	
<ul style="list-style-type: none"> • Applicable practices, methods, procedures of assigned area of responsibility; • Use of equipment, tools and materials/ supplies in assigned area of responsibility; • Worksite safety rules, regulations, practices and procedures; • Methods and procedures in handling hazardous equipment and/or materials; • Basic math and recordkeeping; • Inclusive and respectful work place practices. 	
Skills Required: <i>(Demonstrated skill in performing the following)</i>	
<ul style="list-style-type: none"> • Developing and maintaining respectful and inclusive work relationships; • Performing assigned duties in a safe manner; • Operating equipment and utilizing tools/materials effectively; • Understanding and following written and oral instructions; • Using computers to enter and retrieve data, as required in area of assignment; • Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction; • Strenuous physical labor in sometimes adverse weather conditions, as relevant to area of assignment; • Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds. 	

Physical Requirements

Position may be medium or heavy work depending on assignment.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subject to travel.

On occasion employees in this classification may be called back to work during unscheduled hours due to problems and emergencies.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted