



# Maintenance Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
MAINTENANCE SPECIALIST I	9041	A11	\$32,332 - \$47,355
MAINTENANCE SPECIALIST II	9042	A13	\$35,439 - \$52,388
MAINTENANCE SPECIALIST III	9043	A14	\$37,144 - \$55,134
MAINTENANCE SPECIALIST IV	9044	A16	\$40,918 - \$61,130
MAINTENANCE SPECIALIST V	9045	A18	\$45,521 - \$71,055
MAINTENANCE SPECIALIST VI	9046	A20	\$51,158 - \$81,351

## GENERAL DESCRIPTION

Performs building maintenance and construction work involving assisting in maintaining and repairing buildings, utility systems, and stationary equipment; and operating motorized equipment.

## EXAMPLES OF WORK PERFORMED

Performs maintenance, construction, and repair work such as masonry, welding, carpentry, painting, or mechanical work.

Operates and maintains motorized vehicles and equipment.

Evaluates equipment and supplies to ensure effective operations.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VI may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the entry and journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications.*

*Employees at the entry and journey levels (levels I-III) may independently perform the full range of work identified within current or previous levels and may assist others in performing work of greater complexity.*

**MAINTENANCE SPECIALIST I:** Performs entry-level building maintenance and construction work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

**MAINTENANCE SPECIALIST II:** Performs routine (journey-level) building maintenance and construction work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Perform preventive maintenance on equipment, tools, and buildings.

**MAINTENANCE SPECIALIST III:** Performs complex (journey-level) building maintenance and construction work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to others and may:

- Perform carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture.
- Perform gas and electric work such as welding, brazing, and soldering on ferrous and non-ferrous metals to repair or maintain parts and equipment.
- Perform inspections to ensure proper maintenance and repair of building accessories and appliances.
- Calculate material and labor costs and order parts and supplies.
- Maintain records on work orders or projects.
- Collaborate with licensed electricians in the maintenance and repair of electrical equipment and circuits.
- Collaborate with licensed plumbers in the installation, maintenance, and repair work of plumbing systems and components.

**Note:** Senior-level employees (levels IV-VI) may perform the full range of work identified within current or previous levels and may serve as a lead worker; however, this responsibility would typically be found at levels V and VI. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the scope, nature, size and complexity of the project; the types of equipment used; and the employee's related work experience, education, and certifications.

**MAINTENANCE SPECIALIST IV:** Performs highly complex (senior-level) construction, restoration, renovation, and maintenance work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve as a lead worker providing direction to others and may:

- Coordinate building construction, repair, renovation, or restoration projects.
- Perform maintenance, construction, repair, or inspection work on mechanical equipment.
- Inspect structures, evaluate work to be performed, and determine the best method for performing maintenance and repair work.
- Inspect equipment, machinery, systems, and building accessories to ensure proper maintenance and repair.
- Examine and interpret drawings, diagrams, and blueprints.
- Requisition materials and equipment and maintain records of materials used.
- Support licensed aircraft mechanics in providing aircraft support services.
- Provide assistance with heating, ventilation, and air conditioning mechanic work.

**MAINTENANCE SPECIALIST V:** Performs advanced (senior-level) construction, restoration, renovation, and maintenance work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Schedule building repair, renovation, or restoration projects.
- Coordinate workshop operations to fabricate specialized items needed for project work or to refinish or renovate furniture, doors, and paneling.
- Perform repairs and renovations to modernize a building or adapt it to new uses while retaining original appearance.
- Perform welding, brazing, or soldering operations to reconstruct or fabricate metal work.
- Examine structures and inspect finished projects to ensure work meets building regulations.
- Design, assemble, install, repair, and maintain modular furniture.

**MAINTENANCE SPECIALIST VI (Added 9-1-2025):** Performs highly advanced (senior-level) construction, restoration, renovation, and maintenance work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop and execute major maintenance phases and tasks involved in construction projects.
- Collaborate with management in developing criteria for evaluating programs, proposals, and other pertinent information related to maintenance project assignments.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in construction, maintenance, and repair work. Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of the construction, repair, maintenance, and operation of buildings, equipment, and utility systems.
- Skill in the use and maintenance of tools and equipment.
- Ability to follow instructions; to work from drawings, diagrams, or blueprints; and to communicate effectively.

**Additional for Maintenance Specialist III level**

- Knowledge of building materials, and welding procedures and techniques.
- Skill in selecting appropriate tools and equipment and in troubleshooting situations to determine appropriate actions to resolve problems.
- Ability to estimate materials; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings and equipment; and to provide guidance to others.

**Additional for Maintenance Specialist IV level**

- Skill in equipment and electronic maintenance.
- Ability to organize preventative maintenance programs; and to interpret drawings, diagrams, and blueprints.

**Additional for Maintenance Specialist IV-VI levels**

- Ability to serve as a lead worker providing direction to others.

**Additional for Maintenance Specialist V-VI levels**

- Knowledge of fire and safety regulations.