UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS
LEAD FACILITIES MAINTENANCE WORKER

<table>
<thead>
<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
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<tbody>
<tr>
<td>CL1</td>
<td>B21</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>CL2</td>
<td>B22</td>
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</tbody>
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**NATURE OF WORK**

- This classification is responsible for leading a crew of building and/or grounds staff of various sizes. Incumbents provide work direction, schedule projects, and inspect work.
- This classification may supervise a custodial, grounds, or a combination crew based on the campus and the project assignment.
- Work assignments are primarily routine in nature, relating to a specific area of work with defined goals and objectives. Incumbents are responsible to determine how and when the daily and short-term projects are completed.

**TYPICAL CLASS RESPONSIBILITIES**
(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Prioritizes and assigns work to assigned staff; monitors the performance of assigned staff; trains staff on work methods and procedures; and participates on staff evaluations.
2. Coordinates and participates on routine work assignments which may include general custodial work, equipment upkeep and repair, and/or general grounds maintenance.
3. Maintains inventory levels within assigned area of responsibility. May order supplies as necessary.
4. Performs maintenance checks to track performance and ensure compliance with standards.
5. Performs other duties of a similar nature or level.

**LEVEL OF DECISIONS**

Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Determines how and when specific tasks of assigned work will be completed. Incumbents work within defined operations, with the ability to determine how the operations 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.
### DIRECTION RECEIVED

- **Career Level 1** incumbents are provided clear objectives and methodology to complete assignments, typically provided with daily direction, or for long term projects with limited scope.

- **Career Level 2** incumbents are provided clear objectives and methodology to complete assignments. This level is given general direction regarding how and when assignments are completed.

### DIRECTION PROVIDED

- **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; Participates and/or advises in disciplinary matters; May perform evaluations of assigned staff; May handle complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.

### TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:
Incumbents assigned to **Career Level 1** may be responsible for:

In addition to **Facilities Maintenance Worker** responsibilities:
- Enforcing safety and procedural standards.
- Performing similar tasks as the crew being led.
- Placing orders for supplies as authorized, necessary to complete assignments.
- Coordinating project steps and the activities within the project of the assigned crew.
- Inspecting work to ensure assignments are completed according to specifications and standards.
- Explaining processes, procedures, and standards to employees.

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

In addition to the **CL1** level responsibilities:
- Providing recommendations for improvements and procedural changes or adjustments.
- Monitoring inventory and placing orders for supplies as authorized as necessary on a non-routine basis.
- Providing work direction to crew and may supervise staff through input on and recommendations for performance evaluations.
- Collecting and organizing necessary materials and equipment, and coordinating employees.

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 or equivalent (G.E.D.) AND sufficient experience, including three years of custodial or grounds related work experience.
- **Career Level 2**: High school diploma or equivalent (G.E.D.) AND sufficient experience, including four years 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.**

**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

**KNOWLEDGE REQUIREMENTS**

Classification knowledge requirements:
- Customer service principles;
- Maintenance and grounds principles;
- Applicable tools and equipment;
- Inventory principles;
- Basic inspection principles;
- Safe working practices.
**LEAD FACILITIES MAINTENANCE WORKER**

### SKILL REQUIREMENTS

Classification skill requirements:
- Providing exemplary customer service;
- Prioritizing and assigning work;
- Performing manual labor;
- Using applicable tools and equipment;
- Performing routine maintenance and repair activities;
- Monitoring and maintaining inventory;
- Inspecting completed work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Lifting / exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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.

### CLASSIFICATION HISTORY

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<tr>
<th>DATE</th>
<th>COMMENT</th>
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<tr>
<td>5/2/12</td>
<td>Final</td>
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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.