UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

STRUCTURAL SPECIALIST

<table>
<thead>
<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL1</td>
<td>B21</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>CL2</td>
<td>B22</td>
<td></td>
</tr>
<tr>
<td>CL3</td>
<td>B23</td>
<td></td>
</tr>
</tbody>
</table>

- This classification performs defined responsibilities and tasks related to maintaining the operations of the assigned structural trade by performing established preventative maintenance, troubleshooting structural and appearance issues, building and constructing structures and inspecting operational systems.

- The required level and mix of knowledge, skills and experience may vary by campus size.

  o **Career Level 1** work is *primarily routine* with some non-routine. Routine by the type of work assigned, and non-routine by the calls for service received. Incumbents must be able to respond to emergency calls and perform some basic troubleshooting responsibilities. Incumbents apply basic skills and understanding in assigned structural trades area with the knowledge and ability to use all applicable tools.

  o **Career Level 2** work is *primarily non-routine* in nature due to calls for service, and variety of assigned projects. Incumbents communicate with other University staff to schedule and plan projects. Incumbents understand the full scope of assigned structural trade.

  o **Career Level 3** work is *primarily non-routine* in nature due to calls for service, and variety of assigned projects. Incumbents communicate with other University staff to schedule and plan project. Incumbents understand the full scope of assigned structural trade, to accomplish assigned projects and calls for service. Incumbents at this level will be responsible for coordinating project steps with other trades, and performing all levels of troubleshooting and emergency repair.

TYPICAL CLASS RESPONSIBILITIES

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

1. Performs skilled work in assigned department operations and maintenance, which may include: general construction; building maintenance, upkeep, and repairs; carpentry; painting; masonry; and/or related trades work.

2. Monitors and troubleshoots assigned systems; processes and responds to work orders to ensure progress, safety, and/or compliance with operational policies and procedures.

3. Maintains and repairs assigned equipment as needed; performs ongoing maintenance checks to determine need and ensure operational safety.

4. Maintains a variety of operational records, logs, and reports.

5. Performs other duties of a similar nature or level.
SAMPLE WORKING TITLE-SPECIFIC ESSENTIAL JOB FUNCTIONS:

Given the broad nature of this classification, the information in this section is intended to clarify the typical class responsibilities with job-specific essential functions. Working titles common to this classification are shown below along with examples of essential functions performed by each. These essential functions represent a sample only; actual position assignments may vary based on the needs of the department.

**PAINTER:**
- Paints, stains and varnishes using brushes and rollers.
- Cleans, sands, sandblasts, scrapes, brushes and burns surfaces in preparation for painting.
- Repairs surfaces to be painted including plastering and sheetrock finishing.
- Erects scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; moves furniture and equipment as necessary.
- Mixes and matches paint.
- Waterproofs surfaces.
- Refinishes chairs, bookcases, desks and furniture.
- Sets glass and applies putty.
- Paints signs.
- Hangs wallpaper.

**CARPENTER:**
- Operates hand and power tools associated with the carpentry trade.
- Performs interior and exterior carpentry work involved in the construction, remodeling, repair and general maintenance of buildings and facilities.
- Requisitions materials and supplies from stockroom and orders from vendors.
- Makes sketches.
- Reads blueprints and diagrams.
- Cleans, sharpens and performs preventive maintenance on tools and equipment.
- Builds, erects and/or works on scaffolding.

**MASON:**
- Repairs, maintains and alters buildings, retaining walls and other brick or stone edifices.
- Mixes mortar; lays bricks and stones and/or concrete sidewalks; makes and repairs steps.
- Patches and/or replaces brick or stonework chimneys.
- Installs and repairs tile floors and/or walls.
- Reads blueprints.
- Plasters ceilings and/or walls.
- Estimates masonry jobs.

**LOCKSMITH:**
- Makes keys.
- Oils, repairs and replaces locks, hinges, door openers and closers.
- Operates hand and power tools associated with the locksmith trade.
- Rekeys locks.
UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

STRUCTURAL SPECIALIST

- Performs carpentry work incidental to locksmithing.
- Issues keys as directed and records issuance of keys.
- Orders supplies and maintains inventory, subject to annual budget.
- Works with Campus PD and Campus Departments to ensure security of all community facilities.

ROOFER

- Performs periodic inspections of the roofs of all University buildings.
- Reads and provides comments on blueprints and specifications of roofing systems and flashing details and makes sketches of areas needing repair.
- Inspects contractor installation of roofing for compliance with plans, specifications and schedule.
- Reports on the condition of the roof and flashing systems and needed maintenance and repair work.
- Performs carpentry work and routine maintenance work on roofs and roof flashings.

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 assigned responsibilities and tasks will be performed. Incumbents typically prioritize tasks on a daily basis, and evaluate priorities between several tasks based on level of importance.

DIRECTION RECEIVED

- Career Level 1 works under direct supervision, and may be assigned to work with a more experienced staff; follows clearly defined operating procedures to achieve specific objectives.
- Career Level 2 works under minimal direct supervision on project work, with general guidance on project priority and planning.
- Career Level 3 works under minimal direct supervision on project work, with minimal guidance on project priority and planning.
DIRECTION PROVIDED

- **Career Level 1** incumbents may assign/delegate work assignments to student workers and/or temporary employees; May troubleshoot problems and issues commensurate with relevant experience.

- **Career Level 2** incumbents may delegate/coordinate work assignments and smaller 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 encourage teamwork and group efforts; May troubleshoot problems and issues of a more complex nature requiring significant knowledge of relevant policies, practices and rules.

- **Career Level 3** 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 encourage teamwork and group efforts; May handle the most 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:
- Responding to calls for service related to defined structural issues, and troubleshooting basic problems with service.
- Assisting on larger projects, by completing assigned step of the project.
- Performing basic repairs, construction, and structural projects under supervision and guidance.
- Performing work while adhering to safety procedures.

Incumbents assigned to **Career Level 2** may be responsible for:
In addition to the **CL1** level responsibilities:
- Responding to full range of calls for service in assigned structural trade.
- Performing all types of repairs and maintenance in assigned area by utilizing all equipment, materials, and tools available.
- Coordinating repairs and maintenance with University departments (faculty, staff, residents, and students) and other skilled trades departments to schedule work. May perform maintenance in multiple skilled trades.
- Participating in developing standard cost estimates.
- Performing inspections and tests of structural projects to ensure standards are met.
- Performing standard and procedural updates to structures.

Incumbents assigned to **Career Level 3** may be responsible for:
In addition to the **CL2** level:
- Participating in developing complex cost estimates.
- Ordering supplies and materials from defined vendors and approved lists.
- Applying advanced knowledge or skill to maintenance projects and calls for service.
- Providing work direction and assignments to staff on project site. Determining worksite priorities.
UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS
STRUCTURAL SPECIALIST

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 or equivalent (G.E.D.) with completion of an applicable apprenticeship program and/or sufficient training necessary to perform the essential responsibilities of the position **AND** one year of related experience.

- **Career Level 2**: High School diploma or equivalent (G.E.D.) with sufficient experience to obtain appropriate certification or license **AND** three years of related experience.

- **Career Level 3**: High School diploma or equivalent (G.E.D.) with sufficient experience to obtain appropriate certification or license **AND** five years of related 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 one or more of the areas below if the incumbent performs duties requiring such licensure:

- Master’s certification in assigned trade
- Valid Maine driver’s license

Knowledge Requirements

Classification knowledge requirements:

- Customer service principles;
- Applicable operations and functions;
- Specialized equipment and system maintenance and repair;
- Maintenance of related equipment;
- Recordkeeping principles;
- Applicable compliance rules and regulations.

Skill Requirements

Classification skill requirements:

- Providing exemplary customer service;
- Operating a variety of maintenance and repair related equipment;
- Performing carpentry, masonry, painting, and/or related trades work;
- Recognizing and repairing system problems;
- Applying applicable compliance rules and regulations;
- Maintaining records;
- 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.
UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS
STRUCTURAL SPECIALIST

PHYSICAL REQUIREMENTS

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

Heavy Work: Lifting/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 subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and extreme temperatures.

CLASSIFICATION HISTORY

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2/12</td>
<td>Final</td>
</tr>
<tr>
<td>9/25/12</td>
<td>Added Roofer per non-licensed trade</td>
</tr>
</tbody>
</table>

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.