



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FACILITY MAINTENANCE WORKER II

Job Number: 20000413

Job Code: 11290V230916

Job Group: 1100 - MAINTENANCE AND TRADES

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 10 Salary (MIN - MID):

\$14,266-\$21,399 - Hourly

\$2,318.24-\$3,477.34 - 37.5 Hr. Monthly Salary

\$2,472.78-\$3,709.16 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates and performs general maintenance and various janitorial duties in the upkeep of buildings, grounds and associated equipment OR serves as the lead worker in the general maintenance and upkeep of a facility; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

NONE

#### **EXPERIENCE, TRAINING, OR SKILLS:**

One year of building maintenance, grounds maintenance, general trades, skilled trades, moving services, or mechanical maintenance experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be 18 years of age.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates and plans services in the maintenance of buildings, grounds and equipment. Plans and schedules landscaping and mowing activities by utilizing weather reports and forecasts. Maintains inventory and equipment and requests requisitions for materials and supplies in order to ensure adequate stock of needed materials and supplies. Troubleshoots and performs minor facility repairs to include online research, purchasing materials, and ensuring the repair is effective to maintain the safety and functionality of the facility. Coordinates with outside vendor for service call. Operates mechanical equipment, such as mowers, weedeaters, welders, and leaf blowers for grounds maintenance. Performs janitorial duties in maintaining buildings and adjacent areas, such as restroom and facility cleaning. Sets up and tears down equipment for events, conferences, and meetings. Paints surfaces and operates simple machinery and equipment. Keeps records and assists skilled trades persons.

**UNIQUE PHYSICAL REQUIREMENTS:**

Incumbents in this job title may be required to use hand tools and lift items in excess of 20 pounds.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title may be exposed to extreme temperatures which requires the following of safety procedures. Must follow safety procedures, such as utilization of eye and ear protection, when utilizing certain mechanical equipment.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*