

Job Family Description

Jobs whose primary duties generally involve the maintenance of buildings, facilities, and/or grounds. Individuals assigned to this family may also supervise the persons performing these duties. This family also includes individuals who may manage a facility or a portion of a facility.

SC5001	Facility Svcs I	Grade 101
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Level Definition:

Work involves responsibility for planning and performing cleaning, laundry, and/or custodial duties in designated area. Perform work at the entry level under the guidance of supervisor or other more experience staff. May involve the preparation, operation, and maintenance of equipment.

Jobs at this level include:

Custodian, Laundry Worker, Custodian Institutions

Knowledge Skills & Abilities:

Knowledge of appropriate techniques and procedures to do the job. Ability to apply general rules to specific problems. Ability to complete work assignments accurately and with attention to detail. Ability to use tools necessary for assigned work. Knowledge of custodial and/or laundry techniques and procedures.

Minimum Education & Experience:

High School or GED. Agency may specify additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC5002	Facility Svcs II	Grade 102
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Level Definition:

Work at this level involves performing basic assignments related to operation and maintenance of buildings or grounds, or supervising one or more functions of an institutional laundry of limited complexity. All work under direct supervision.

Jobs at this level include:

Laundry Supervisor, Governor's Residence Housekeeper, Maintenance Worker I

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels –Ability to complete assignments on time. Basic level knowledge of and ability to use tools necessary for assigned work. Ability to plan and assign work of others. Ability to interact with team members/customers in professional manner. Ability to prepare and maintain records and reports.

Minimum Education & Experience:

High School or GED and one-two years of related experience. Agency may specify additional qualifications or experience to substitute for education depending on the position to be filled. The agency will determine the nature of qualifying work experience at time of recruitment.

SC5003	Facility III	Grade 103
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Level Definition:

Work at this level involves performing routine maintenance and repair of electronic equipment, boilers, HVAC systems, power plant equipment, buildings or grounds, all under close supervision. Some positions may include supervision of. Fully qualified to perform assigned tasks.

Jobs at this level include:

Custodial Supervisor I, System Mechanic I, Heating Plant Operator I, Electronics Tech I, Carpenter I, Maintenance Worker II

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels –Ability to learn and apply new processes and adapt to changing priorities and complete work on time. Skill in the use of tools and equipment necessary to perform the job. Attention to detail. Knowledge of applicable safety requirements. Knowledge of maintenance, repair, and operation of buildings, equipment, and /or systems. Knowledge of inventory control. Ability to set priorities and complete work on time.

Minimum Education & Experience:

High School diploma/ GED and agency specified experience. Agency may allow substitution of work experience for education on a year-for-year basis. Hiring agency may require additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC5004	Facility Svcs IV	Grade 104
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Level Definition:

Individuals at this level work independently performing mid-level maintenance and repair of electronic equipment, boilers, HVAC systems, power plant equipment, buildings or grounds. May involve participation in determination of project objectives and outcomes. Often has end-to-end responsibility for projects. Provides technical guidance to others. Some positions are working supervisors.

Jobs at this level: Custodial Supervisor II, GT Maintenance Worker I-II, Systems Mechanic II, Heating Plant Operator II, Electronics Tech II, Electrician I-II, Carpenter II-III, Material Mgmt Supervisor, Plumber I-II, Historic Site Construction Supervisor

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels –Skill in assessing the performance of others and to take corrective actions as necessary. Ability to interpret and apply regulations, policies, and procedures. Advanced knowledge of maintenance, repair, and operation of buildings, equipment, and /or systems. Highly skilled in the use of tools and equipment necessary to perform the job. Ability to enforce safety and security rules and regulations.

Minimum Education & Experience:

Vocational training in agency specified area or High School diploma/ GED and agency specified experience. Hiring agency may require additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC5005	Facility Svcs V	Grade 105
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Level Definition:

Individuals at this level work independently performing high-level management, maintenance and/or repair of electronic equipment, boilers, HVAC systems, plumbing, power plant equipment, buildings or grounds. Regularly has end-to-end responsibility for medium sized projects or programs. Most often supervises the work of others either directly or indirectly.

Jobs at this level include:

ND State Hospital Construction/Maintenance Supervisor, Systems Mechanic III, Heating Plant Supervisor I-II, Electronics Tech III, Electrician III, Plumber III, Academy Operations Coordinator (LETA), Asst Mgr Veterans Cemetery,

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Ability to train staff of all levels of ability and experience. Ability to analyze and solve semi-complex work related problems. Ability to evaluate distinct information to form general conclusions. Ability to respond quickly to emergencies. Ability to plan, assign, and or supervise work of others. Highly skilled in the use of tools and equipment necessary for assigned work. Ability to devise solutions to administrative or operational problems

Minimum Education & Experience:

Vocational training in agency specified area or High School diploma/ GED and agency specified experience. Hiring agency may require additional education, licensing, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC5006	Facility Svcs VI	Grade 106
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Level Definition:

Individuals will be responsible for management of, operations, construction, planning, and/or development of a facility. Individuals at this level perform most or all duties associated with a single or small number of facilities or plant operations. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Manages the work of others either directly or indirectly. Alternately, these individuals may be assigned in an assistant director capacity within an agency with a large number of facilities or very complex plant operations.

Jobs at this level include:

Maintenance & Project Coordinator, Capitol/Complex Construction & Maintenance Prog Mgr, Training CTR Housing Mgr - NDNG, Physical Plant Director I, Mgr Vets Cemetery

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels – Skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Extensive knowledge of principles involved in resource allocation and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures. Skilled in negotiation and facilitation. Advanced ability to devise solutions to administrative or operational problems. Developed knowledge of project or program planning and implementation.

Minimum Education & Experience:

Bachelor's degree in construction management, or related field, or Vocational training in agency specified area or High School diploma/ GED and agency specified experience and agency specified years of work experience. Some positions required supervisory experience. Hiring agency may require additional education, licensing, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC5007	Facility Svcs VII	Grade 107
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Level Definition:

Work consists of directing the daily activities required to maintain the physical plant of a state agency including buildings, associated power facilities, and surrounding grounds. Individuals at this level perform most or all duties associated with a relatively larger number of facilities or very complex plan operations. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Manages the work of others either directly or indirectly.

Jobs at this level include: Physical Plant Director II

Knowledge Skills & Abilities: The following are in addition to KSAs for lower levels – Skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Expert level ability to develop, interpret, and evaluate policies and procedures. Expert skills in planning and assigning work. Ability to access work done by outside contractors.

Minimum Education & Experience:

Experience or licensing & experience equivalent to six years of work in a complex physical plan, including at least two years' supervisory experience, Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. Hiring authority may require specific work or technical experience.

SC5008	Facility Svcs VIII	Grade 108
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Level Definition:

Work consists of directing the daily activities required to maintain the physical plant of a state agency including buildings, associated power facilities, and surrounding grounds. Individuals at this level perform most or all duties associated with a relatively larger number of facilities or very complex plan operations. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Manages the work of large staff of supervising technicians Defines, directs, and provides leadership for the most highly complex and challenging programs or projects.

Jobs at this level include:

Physical Plant Director III

Knowledge Skills & Abilities:

The following are in addition to KSAs for lower levels – Expertly Skilled in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Master level knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Master level ability to develop, interpret, and evaluate policies and procedures.

Minimum Education & Experience:

Experience or licensing & experience equivalent to eight years of work in a complex physical plan, including at least three years' supervisory experience, Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. Hiring authority may require specific work or technical experience and may allow substitution of four years of college level coursework in a related field on a year-for-year basis.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.