

Position Description
FACILITIES MAINTENANCE SPECIALIST – ADVANCED
Bureau of Building Management-Facilities Management Group 2
Madison, WI

Position Number: 034636

#14 Position Summary

Under the direction of the Buildings and Grounds Superintendent, perform lead worker activities for the Madison West buildings as assigned. Repair and maintain heating, ventilation, air conditioning, plumbing and electrical systems at the Hillfarm Complex, which includes the AB & DEL Buildings.

#15 Goals and Worker Activities/Objectives

- 40% A. Under the supervision of the Buildings and Grounds Supervisor, perform semi-skilled work of a heavy physical nature related to the mechanical repair & maintenance activities at the Madison West Buildings.
- A1. Make daily inspections of building and equipment and notify supervisor of problems. Take daily meter readings of utilities servicing the bureau buildings.
 - A2. Start, stop, and operate high-pressure boilers. Maintain and repair feedwater, makeup water and steam condensate systems and equipment. Perform annual maintenance to prepare boilers for state inspection.
 - A3. Start, stop and operate commercial HVAC units including chillers, air conditioners, walk-in freezers/ refrigerators, air compressors, and fans. Service and repair pumps, strainers, condensing units, and valves.
 - A4. Perform and maintain chemical water treatment and water testing program on all boilers, boiler feed water, and steam condensate water loops. Perform and maintain chemical water treatment and water testing program on for HVAC chiller tower water and chilled water loops. Record all findings and maintain the proper chemical levels for the appropriate application.
 - A5. Repair, replace, or rebuild couplings, drives, shafts on rotating equipment. Repair, replace or rebuild pumps, compressors and electric motors. Inspect, maintain, repair or replace sheaves, belts, bearings, and keep component parts in alignment.
 - A6. Inspect, maintain and repair pipes, coils, pneumatic temperature and humidity valves, steam traps and steam reducing valves.
 - A7. Perform other mechanical repair projects as required, directed or assigned. Inspect and correct problems related to above. Keep records of maintenance.
 - A8. Access and interpret Direct Digital Control system (DDC) to trend system performance and to initiate adjustments.
- 30% B. Perform preventive maintenance, mechanical repair, construction and remodeling work in the Hill Farms/ FMG 2 group by working with craftworkers, maintenance mechanics, laborers and facility repair workers.
- B1. Work with the steamfitters and other maintenance mechanics in monitoring, operation, adjustment and repair of boilers, air handling units, and other HVAC equipment. Perform sheet metal fabrication, iron work, bench work, cutting and welding as required.

- B2. Work with electrician in pulling new wires. Inspect, maintain, and repair various types of electrical equipment including the replacement of switches, outlets and cords.
- B3. Work with masons and painters in preparation and repair work. Perform caulking, pointing and maintenance painting work.
- B4. Work with the carpenter to install walls, ceilings and flooring. Repair or replace door closures, operators, locks, locksets, hardware and partitions.
- B5. Work with plumber in maintaining piping and plumbing systems. Refill restroom supplies when required. Inspect, maintain and repair plumbing equipment such as pipes, valves, faucets, water softeners and other fixtures.
- B6. Inspect and maintain building safety systems and equipment.
- B7. Work with Contractors in repairing of buildings, building grounds and building equipment.

20% C. Coordinate general mechanical/facilities maintenance and repair

- C1. Respond to building tenant work requests.
- C2. Respond to building emergencies and make immediate decisions in the absence of management. Direct or make immediate repairs in emergency situations.
- C3. Maintain shops, work areas, garages, and storage areas on a routine basis or as necessary to maintain a clean and safe work environment. Use proper safety equipment as required.
- C4. Provide services in moving furniture or equipment as required or directed.
- C5. Notify supervisor of equipment and facilities which are in need of repair and/or replacement.
- C6. Assist with the maintenance of grounds and walkways, including lawn care, snow removal, and planting when necessary.
- C7. Perform other work assigned, which may include tasks not specifically enumerated above, necessary to meet the operational needs of the bureau.
- C8. Assist in remodeling and construction projects as required or directed. Assist in determining problems and making minor repairs. Keep accurate records of all maintenance related activities for the building.

10% D. Operate, update and maintain computerized management systems including the Automated Building Management System (BMS) and the Computerized Maintenance Management Systems (CMMS). Work with supervisors, staff and contractors to update or repair the systems as needed. Maintain records of any changes or repairs made to the systems.

- D1. Maintain equipment documentation, external charges, and time reporting by utilizing the CMMS.
- D2. Create work orders when needed.

Knowledges, Skills and Abilities:

1. Ability to make daily inspections of building and equipment and notify supervisor of problems.
2. Ability to take daily meter readings of utilities servicing the facility.
3. Ability to maintain, adjust and calibrate thermostats, pneumatic temperature and humidity controls, damper operators, zone valves.
4. Ability to record meter and gauge readings.
5. Ability to start, stop and operate HVAC components.
6. Ability to maintain a chemical treatment program.
7. Ability to maintain and adjust building management system (BMS) controls for heating, air conditioning and ventilating equipment.
8. Ability to perform routine preventive maintenance on maintenance and grounds equipment as required.
9. Ability to enter charges and time records into computerized maintenance management system (CMMS).
10. Ability to plan, implement and maintain a preventative maintenance schedule of building mechanical equipment, perform or assist contractors and other staff in building remodeling and repair efforts, including electrical, carpentry, plumbing and HVAC work.
11. Organizational skill to exercise a strong sense of priority and time management
12. Ability to maintain a professional and service-oriented relationship with customers and co-workers
13. Basic computer proficiency

Special Requirements:

- Ability to work some nights and weekends to respond to critical building issues, conduct preventive maintenance and testing of the systems.
- Ability to climb stairs, ladders and scaffold and work at heights above 20 feet in order to reach HVAC/Refrigeration equipment, to perform duties within extreme temperature ranges for performing outdoor maintenance in the summer and the winter, and to enter, exit and perform duties in confined spaces to address equipment performance problems.
- Ability to lift up to 50 lbs., with or without assistance, and stoop, crawl under or over equipment and other non-standard height spaces in order to perform repair and maintenance duties.
- Valid driver's license and the ability to meet DOA Fleet standards in order to drive state-owned vehicles for the performance of job duties, or ability to provide one's own transportation.