

Job Category: 1640  
Exc. Qual. Std.: 76  
Approved: February 2004  
Authority: P.L. 95-561

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2-5-04

## FACILITY OPERATIONS SPECIALIST

### CATEGORICAL PAY LEVELS

Minimum: Pay Level: 03  
Maximum: Pay Level: 05

### DESCRIPTION OF WORK

This job category covers all administrative positions that perform analytical and evaluative work concerning any facets of facility management programs at the operations level. Including such work as (1) inspecting buildings, utilities systems, equipment and grounds for effective and economical operation and identifying and recommending needed repairs; (2) developing operational, maintenance, and repair plans; (3) coordinating with and assisting managers and engineers to ensure adequate maintenance of building and grounds; (4) coordinating utilization of buildings, utilities, and storage operations; and (5) servicing as coordinator with contract specialists and business specialists/managers to ensure quality and timeliness of work performed by contractors. Also included in this job category are those positions that are responsible for ancillary programs secondary to their primary facility management work, such as sanitation, landfill, safety, fire prevention/suppression, environmental quality, or other related programs. These types of positions with dual responsibilities are normally found at smaller facility management operations. The work requires broad technical knowledge of the operating capabilities and maintenance requirements of various kinds of physical plants and equipment. These positions do not require an intensive knowledge of specific trade skills.

### POSITION TITLE AND LEVEL OF RESPONSIBILITY

Level 03 – Facility Operations Specialist: Level 03 is the entrance level for facility operations specialists. It may also be an Education Line Office position where the workload of higher-level specialists necessitates the services of such positions. They typically function at Education Line Offices as trainees, performing developmental assignments designed to equip them with the knowledge and skills to progress to the next pay level.

Level 04 – Facility Operations Specialist: Level 04 is the journeyman level for facility operations specialists at Education Line Office. The work involves responsibility for one or more specific facility management programs and activities at the Line Office level.

Level 05 – Facility Operations Specialist: Serves as a Specialist for education line offices with more than six bureau operated schools where the facility management program is very active, and involves responsibility for one or more specific facility management related programs such as safety, energy conservation, and fire suppression. The program(s) is typically large and very active.

#### BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Level 03 – Associates Degree or 60 college semester hours in related field and three years related experience; OR High School or GED diploma and five years related experience.

Level 04 – Bachelor's Degree in related field and one year specialized experience equivalent to Level 03; OR Associate Degree or 60 semester hours in related field, and five years related experience equivalent to Level 03.

Level 05 – Bachelor's Degree in related field and two years specialized experience equivalent to Level 04.

Bachelor's Degree or course work may be in any

- Facility Management,
- Business administration,
- Industrial technology,
- Construction management, OR
- Public administration.

A minimum of 12 semester hours in administration is required for Level 4 and above.

Qualifying experience will be in administration, environmental quality, conservation, or other facility management/operations specialist experience related to the position. One year of successful experience equivalent to the next lower level of difficulty is required for advancement above level 03.

#### CONDITION OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. The work requires extensive driving between work sites throughout the geographic jurisdiction of the Education Line Office or school compound. A valid State Driver's license must be maintained as a condition of employment; failure to do may result in removal from the position.

#### PHYSICAL REQUIREMENTS

Good distance vision in one eye and ability to read without strain printed material the size of typewritten characters is required, glasses permitted. The position also required the ability to hear the conversational voice, with or without a hearing aid. In some instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that the condition be compensated by use of satisfactory prostheses. In addition, applicants must possess emotional and mental stability.