

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Community Corrections Building Maintenance Coordinator

Definition

Under general direction, performs a complete range of buildings and grounds maintenance and repair, power plant operations, security, and fire protection for district properties. May oversee the work of one or more maintenance technicians and/or clients or residents in the accomplishment of these duties; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Develops a preventative maintenance program for facilities and equipment.

Confers with District management staff on proposals for remodeling or repairing structures. Develops preliminary plans, specifications, and cost estimates. Requisitions materials, supplies, and equipment required to complete projects.

Confers with sales representatives and evaluates new or different products utilized in operational programs. Recommends the purchase of new or different products based on efficiency and economic considerations.

Inspects premises to determine compliance with Occupational Safety and Health Rules and Regulations; recommends changes and prepares required reports.

Operates, maintains, repairs, or modifies electrical and security systems, water treatment and distribution systems, and heating and cooling systems.

Performs minor automotive maintenance and repair.

Servises and repairs commercial appliances such as grills, fryers, ovens, washers, dryers, dishwashers, etc.

Monitors the work of contract labor, Maintenance Technicians, or residents.

Maintains and monitors the use of a tool control system to prevent loss or, or misappropriation of, tools and equipment.

Prepares and maintains records of activities as required.

Competencies Required

Knowledge:

- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
- Building and Construction – Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Engineering and Technology – Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension – Read and understand information and ideas presented in writing.

- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

Skills:

- Repairing – Repairing machines or systems using the needed tools.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Time Management – Managing one's own time and the time of others.
- Coordination – Adjusting actions in relation to others' actions.
- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Troubleshooting – Determining causes of operating errors and deciding what to do about it.
- Equipment Selection – Determining the kind of tools and equipment needed to do a job.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Five years of full-time work experience in skilled trades experience in the construction, maintenance, and repair of residential and commercial buildings or the operation, maintenance, and repair of commercial equipment for the production of power, heat, and refrigeration.
- 2) Completion of a post-high school vocational program in building trades or related fields (e.g. heat, electrical, refrigeration).
- 3) A total of five years of skilled trades training or education and/or full-time experience (as described in number one).

Effective date: 06/23 KC