

Washington State Department of Personnel
Class Specification

FACILITIES MAINTENANCE CONTROLLER - MILITARY

596N

Abolished: Adopted 08/13/2009, Effective 08/14/2009

Definition:

Within the Production Control Section of the Military Department, manages the scheduled (project and preventive) or unscheduled (corrective and emergency) maintenance program involving Washington National Guard armories, buildings and facilities throughout the State.

Typical Work:

Identifies, coordinates, schedules, monitors, modifies and/or updates completion of large-scale maintenance/minor construction, preventive maintenance, corrective and/or emergency maintenance projects;

Reviews work requests for validity, adequacy, justification and feasibility of projects; approves/disapproves requests;

Assigns work priorities within established guidelines; maintains suspense/tracking files of maintenance projects tasked; documents work accomplished in facility project file;

Determines cost center responsibility; authorizes expenditures of funds up to established ceilings;

Coordinates with area supervisors, facility managers, engineering staff, cost center managers, other appropriate activities to schedule projects beyond the scope of routine corrective/preventive maintenance;

Coordinates the timely acquisition of materials and supplies to accomplish maintenance projects;

Assists as required other staff within the Production Control Section;

Performs other work as required.

Knowledge and Abilities:



Knowledge of: design of scheduled or unscheduled maintenance program; standard principles, practices and materials used in maintaining buildings, mechanical equipment and facilities; all building trades such as carpentry, electrical, mechanical, painting; contracting and purchasing procedures; financial management; automated and manual record keeping.

Ability to: plan, develop, organize and manage a cost-effective maintenance program; estimate work hours and materials; establish and maintain effective working relationship with others; communicate technical information orally and in writing with both technical/trades and non-technical personnel; collect data and prepare accurate and comprehensive reports; make decisions using solid independent judgment.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

Four years' experience in scheduling maintenance projects.

College-level course work in business administration, systems management, engineering or closely allied field may be substituted, year for year, for up to two years of experience.

Class Specification History

New class adopted effective July 10, 1987.

Revise class. Revises class code (formerly 70850), general revision; adopted May 10, 2007, effective July 1, 2007.