



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MECHANICAL MAINT & OPERATIONS MANAGER

Job Number: 20000461
Job Code: 11420V000101
Job Group: 1100 - SKILLED TRADES
Job Established: 06/16/1982
Job Revised: 05/16/2008

Grade: 14	Salary (MIN - MID):	Special Entrance Rate:
	\$18,075-\$23,944 - Hourly	NONE
	\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary	NONE
	\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and supervises a major mechanical maintenance and operations section; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems.

Substitute EDUCATION for EXPERIENCE:

Formal training in one of the above or related fields will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above or related fields will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, directs and supervises the work of a major section engaged in the maintenance and operation of a mechanical section. Inspects and checks the work of employees performing mechanical maintenance and electrical work. Supervises special installations, inspection or repairs of mechanical equipment. Recommends improvements in maintenance and operating techniques. Performs inventories and maintains property control records. Interprets state and departmental policy regarding jurisdictional functions. Consults with management and provides advice concerning operations.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents working in this job title are required to lift heavy objects, bend, stoop and have good manual and finger dexterity.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May be required to take care of emergency repairs twenty-four hours a day.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.