

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM020	Mgr, Facilities	Front Line Mgr	Manager (1,2,3)	Professionals	M

Job Summary

Manages the planning, development, and implementation of operational support services for a facility. Develops and implements policies and procedures. Manages subordinate supervisors and staff.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of facilities management experience OR Three years of experience in facilities or property management.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM021	Sr Mgr, Facilities	Front Line Mgr	Senior Manager	Professionals	N

Job Summary

Directs the planning, development, and implementation of operational support services for a facility. Develops and implements policies and procedures. Directs subordinate managers and staff.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Two years of facilities management experience OR Four years of experience in facilities or property management OR One year of experience at the lower level Mgr, Facilities (FEM020) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM022	Dir, Facilities	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	O

Job Summary

Oversees the planning, development, and implementation of operational support services for a facility. Develops and implements policies and procedures. Provides leadership to subordinate managers, supervisors and staff.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Four years of facilities management experience OR Eight years of experience in facilities or property management OR Two years of experience at the lower level Sr Mgr, Facilities (FEM021) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM030	Mgr, Facilities Maint/Const	Front Line Mgr	Manager (1,2,3)	Professionals	L

Job Summary

Manages facilities maintenance team with engineering activities, performing tasks related to the design, renovation, repair and maintenance of facilities or other structures. Develops strategic and long term construction plans for the agency or institution. May develop internal procedures, applying sound principles used throughout the building and maintenance trades. Manages subordinate supervisors and staff. Some positions require maintaining 24-hour emergency on call availability.

Entry Qualifications

Bachelor's degree in engineering, business or a closely related field from an accredited college or university AND Four years of experience in construction and/or maintenance, One year of which as a supervisor/manager OR Associate's/Vocational/Technical degree in a related field from an accredited college or university AND Six years of experience in maintenance and/or general building construction, One year of which as a supervisor/manager OR High school diploma or GED AND Eight years of experience in maintenance and/or general building construction, One year of which as a supervisor/manager OR Two years of experience at the lower level Construction Spec Spv (FEP053) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM031	Mgr 2, Facilities Maint/Const	Front Line Mgr	Manager (1,2,3)	Professionals	M

Job Summary

Leads facilities maintenance team with engineering activities, performing tasks related to the design, renovation, repair and maintenance of facilities or other structures. Develops strategic and long term construction plans for the agency or institution. May develop internal procedures, applying sound principles used throughout the building and maintenance trades. Directs subordinate supervisors and staff. May require maintaining 24-hour emergency on call availability.

Entry Qualifications

Bachelor's degree in engineering, business or a closely related field from an accredited college or university AND Four years of experience in construction and/or maintenance, Two years of which as a supervisor or manager OR Associate's/Vocational/Technical degree from an accredited college or university AND Six years of experience in maintenance and/or general building construction, Two years of which as a supervisor/manager OR High school diploma or GED AND Eight years of experience in maintenance and/or general building construction, Two years of which as a supervisor OR Two years of experience at the lower level Mgr, Facilities Maint/Const (FEP030) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM032	Sr Mgr, Facilities Maint/Const	Front Line Mgr	Senior Manager	Professionals	O

Job Summary

Directs facilities maintenance team with engineering activities, performing tasks related to the design, renovation, repair and maintenance of facilities or other structures. Develops strategic and long term construction plans for the agency or institution. Assists in developing internal procedures, applying sound principles used throughout the building and maintenance trades. Some positions require maintaining 24-hour emergency on call availability.

Entry Qualifications

Bachelor's degree in engineering, business or closely related field from an accredited college or university AND Six years of experience in construction and/or maintenance, Three years of which as a supervisor/manager OR Associate's/Vocational/Technical degree in a related area from an accredited college or university AND Eight years of experience in maintenance and/or general building construction, Two years of which as a supervisor/manager OR High school diploma or GED AND Twelve years of experience in maintenance and/or general building construction, Two years of which as a supervisor/manager OR One year of experience at the lower level Mgr 2, Facilities Maint/Const (FEM031) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM033	Sr Mgr 2, Fac Maint/Const	Front Line Mgr	Senior Manager	Officials and Administrators	P

Job Summary

Plans engineering activities and directs the facilities maintenance team, performing tasks related to the design, renovation, repair and maintenance of facilities or other structures. Develops strategic and long term construction plans for the agency or institution. May develop internal procedures, applying sound principles used throughout the building and maintenance trades. Some positions require maintaining 24-hour emergency on call availability.

Entry Qualifications

Bachelor's degree in engineering, business or closely related field from an accredited college or university AND Eight years of experience in construction and/or maintenance, Four years of which as a supervisor/manager OR Associate's/Vocational/Technical degree in a related area from an accredited college or university AND Ten years of experience in maintenance and/or general building construction, Three years of which as a supervisor/manager OR High school diploma or GED AND Sixteen years of experience in maintenance and/or general building construction, Three years of which as a supervisor/manager OR One year of experience at the lower level Sr Mgr, Facilities Maint/Const (FEM032) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM034	Dir, Facilities Maint/Const	Mid Level Mgr	Director	Officials and Administrators	Q

Job Summary

Oversees engineering activities for the construction or maintenance of facilities or other structures. Develops strategic and long term construction plans for the agency or institution. Provides leadership to subordinate managers and staff.

Entry Qualifications

Bachelor's degree in engineering, business or closely related field from an accredited college or university AND Ten years of experience in construction and/or maintenance, Four years of which as a supervisor/manager OR Associate's/Vocational/Technical degree in a related area from an accredited college or university AND Twelve years of experience in maintenance and/or general building construction, Three years of which as a supervisor/manager OR High school diploma or GED AND Sixteen years of experience in maintenance and/or general building construction, Three years of which as a supervisor/manager OR One year of experience at the lower level Sr Mgr 2, Fac Main/Const (FEM033) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM040	Mgr, Equipment Ops	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	L

Job Summary

Manages administrative activities related to statewide equipment management operations. Responsible for developing agency-wide policies and procedures relating to equipment operations. Directs subordinate supervisors and staff.

Entry Qualifications

High school diploma or GED AND Four years supervisory experience in an equipment management related area.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM041	Sr Mgr, Equipment Ops	Front Line Mgr	Senior Manager	Professionals	N

Job Summary

Directs administrative activities related to statewide equipment management operations. Responsible for developing agency-wide policies and procedures relating to equipment operations. Directs subordinate managers and staff.

Entry Qualifications

High school diploma or GED AND Six years of supervisory experience in an equipment management related area OR Two years of experience at the lower level Mgr, Equipment Ops (FEM040) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM042	Dir, Equipment Ops	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	O

Job Summary

Oversees administrative activities related to statewide equipment management operations. Responsible for developing agency-wide policies and procedures relating to equipment operations. Provides leadership for subordinate managers and staff.

Entry Qualifications

High school diploma or GED AND Four years of management experience in an equipment management related area OR Two years of experience at the lower level Sr Mgr, Equipment Ops (FEM041) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM050	Mgr, Purchasing/Inventory	Front Line Mgr	Manager (1,2,3)	Professionals	M

Job Summary

Manages a specialized category in Strategic Sourcing. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement division or category and vendor performance. May manage multiple categories.

Entry Qualifications

Bachelor's degree in business or public administration or a related field from an accredited college or university AND Five years of experience in purchasing/contract or procurement sourcing, Two years of which as a supervisor. Note: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM051	Mgr 2, Purchase/Inventory	Front Line Mgr	Manager (1,2,3)	Professionals	N

Job Summary

Leads a specialized category in Strategic Sourcing. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement division or category and vendor performance. May manage multiple categories. Directs subordinate supervisors and staff.

Entry Qualifications

Bachelor's degree in business or public administration or a related field from an accredited college or university AND Seven years of experience in purchasing/contracts or procurement sourcing, Two years of which as a manager OR Two years of experience at the lower level Mgr, Purchasing/Inventory (FEM050) or position equivalent. Note: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM052	Sr Mgr, Purchase/Inventory	Front Line Mgr	Senior Manager	Professionals	Q

Job Summary

Directs a Strategic Sourcing division or a category group in a larger entity. Manages target savings and performance for the division or category group. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned categories within the group. Develops and maintains strong working relationships with internal and external stakeholders.

Entry Qualifications

Bachelor's degree in business or public administration or a related field from an accredited college or university AND Nine years of experience in purchasing/contracts or procurement sourcing, Six years of which as a manager OR Four years of experience at the lower level Mgr 2, Purchase/Inventory (FEM051) or position equivalent. Note: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEM053	Dir, Purchasing/Inventory	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	Q

Job Summary

Oversees the development and implementation of sourcing initiatives and processes for purchasing categories such as goods, services, technology/telecommunications, utilities, etc. Develops and executes strategic procurement strategy and objectives for category management, strategic sourcing, and supplier development. Establishes and maintains strong relationships with entity management, State

Entry Qualifications

Bachelor's degree in business or public administration or a related field from an accredited college or university AND Eleven years of experience in purchasing/contracts or procurement sourcing, Eight years of which as a manager OR Six years of experience at the lower level Sr Mgr, Purchase/Inventory (FEM052) or position equivalent. Note: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP010	Architect 1	Professional	Professional	Professionals	K

Job Summary

Under supervision, develops architectural designs, drawings and specifications for new and existing structures, landscapes or interior spaces. Consults with designers and users and provides technical assistance to ensure compliance with regulations and standards.

Entry Qualifications

Bachelor's degree in architectural design, landscape architecture, architecture or a closely related field from an accredited college or university OR state license to practice architecture.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP011	Architect 2	Professional	Professional	Professionals	L

Job Summary

Under general supervision, develops architectural designs, drawings and specifications for new and existing structures, landscapes or interior spaces. Consults with designers and users and provides technical assistance to ensure compliance with regulations and standards.

Entry Qualifications

Bachelor's degree in architectural design, landscape architecture, architecture or a closely related field from an accredited college or university AND One year of experience in a directly related area OR state license to practice architecture AND One year of experience in a directly related area OR One year of experience at the lower level Architect 1 (FEP010) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP012	Architect 3	Professional	Professional	Professionals	M

Job Summary

Under broad supervision, develops architectural designs, drawings and specifications for new and existing structures, landscapes or interior spaces. Consults with designers and users and provides technical assistance to ensure compliance with regulations and standards.

Entry Qualifications

Bachelor's degree in architectural design, landscape architecture, architecture or a closely related field from an accredited college or university AND Two years of experience in a directly related area OR state license to practice architecture AND Two years of experience in a directly related area OR One year of experience at the lower level Architect 2 (FEP011) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP013	Architect Spv	Supervisor	Supervisor	Professionals	N

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Develops architectural designs, drawings and specifications for new and existing structures, landscapes or interior spaces. Consults with designers and users and provides technical assistance to ensure compliance with regulations and standards.

Entry Qualifications

Bachelor's degree in architectural design, landscape architecture, architecture or a closely related field from an accredited college or university AND One year of supervisory/lead experience in a directly related area OR state license to practice architecture AND One year of supervisory/lead experience in a directly related area OR One year of experience at the lower level Architect 3 (FEP012) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP020	Purchase/Procurement Agent 1	Professional	Professional	Professionals	I

Job Summary

Under supervision, provides professional level category support in a variety of procurement activities. Provides assistance in on-going category and vendor performance management.

Entry Qualifications

Associate's degree in business administration, public administration or a directly related field from an accredited college or university OR Two years of experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions. Note: Some positions may require certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP021	Purchase/Procurement Agent 2	Professional	Professional	Professionals	J

Job Summary

Under general supervision, provides professional level category support in a variety of procurement activities. Participates in on-going category and vendor performance management.

Entry Qualifications

Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university OR Four years of experience in a purchasing environment OR Two years of experience at the lower level Purchase/Procurement Agent 1 (FEP020) or position equivalent. Note: Some positions may require certification. Note: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP022	Purchase/Procurement Agent 3	Professional	Professional	Professionals	K

Job Summary

Under broad supervision, provides in-depth research and analytical support for a complex category in a variety of procurement activities, and/or leads a less-complex category. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned less-complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance.

Entry Qualifications

Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university AND Two years of experience in a purchasing environment OR Six years of experience in a purchasing environment OR Two years of experience at the lower level Purchase/Procurement Agent 2 (FEP021) or position equivalent. Note: Some positions may require certification. Note: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP023	Purchase/Procurement Agt Spv	Supervisor	Supervisor	Professionals	L

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Develops, coordinates and monitors the agency purchasing, inventory, contract and bidding process throughout the procurement cycle. May manage purchasing card program. Plans and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost. Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance. Serves as a subject-matter expert.

Entry Qualifications

Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university AND Three years of experience in a purchasing environment, One year of which in a lead/supervisory role OR Six years of experience in a purchasing environment, One year of which in a lead/supervisory role OR One year of experience at the lower level Purchase/Procurement Agent 3 (FEP022) or position equivalent. Note: Some positions may require certification. Note: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP040	Fac Maintenance Engineer 1	Professional	Professional	Professionals	H

Job Summary

Under supervision, learns to plan, implement and monitor facility maintenance programs to include construction and repair.

Entry Qualifications

Associate's degree in a related field from an accredited college or university OR Two years of related experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP041	Fac Maintenance Engineer 2	Professional	Professional	Professionals	I

Job Summary

Under general supervision, assists and plans, implements and monitors facility maintenance programs to include construction and repair.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university OR Three years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP042	Fac Maintenance Engineer 3	Professional	Professional	Professionals	J

Job Summary

Under broad supervision, assists in coordinating the engineering, maintenance, renovation, and construction of facilities.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of related experience OR Four years of related experience OR One year of experience at the lower level Fac Maintenance Engineer 2 (FEP041) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP043	Fac Maintenance Engineer Spv	Supervisor	Supervisor	Professionals	K

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Coordinates the engineering, maintenance, renovation, and construction of facilities. Reviews plans and conducts on-site inspections to ensure work is performed according to established guidelines.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Two years of related experience, One year of which as a supervisor OR Five years of related experience, Two years of which as a supervisor OR One year of experience at the lower level Fac Maintenance Engineer 3 (FEP042) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP050	Construction Spec 1	Professional	Professional	Professionals	H

Job Summary

Under supervision, organizes both skilled and general laborers performing construction/renovation projects. Coordinates and/or performs activities related to all facets of the project.

Entry Qualifications

Associate's/Vocational/Technical degree in a related field from an accredited college or university OR High school diploma or GED AND One year of experience in maintenance and/or general building construction.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP051	Construction Spec 2	Professional	Professional	Professionals	I

Job Summary

Under general supervision, organizes both skilled and general laborers performing construction/renovation projects. Coordinates and/or performs activities related to all facets of the project.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university OR Associate's/Vocational/Technical degree in a related field from an accredited college or university AND One year of experience in maintenance and/or general building construction OR High school diploma or GED AND Two years of experience in maintenance and/or general building construction OR One year of experience at the lower level Construction Spec 1 (FEP050) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP052	Construction Spec 3	Professional	Professional	Professionals	J

Job Summary

Under broad supervision, organizes both skilled and general laborers performing construction/renovation projects. Coordinates and/or performs activities related to all facets of the project.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of experience in maintenance and/or general building construction OR Associate's/Vocational/Technical degree in a related field from an accredited college or university AND Two years of experience in maintenance and/or general building construction OR High school diploma or GED AND Five years of experience in maintenance and/or general building construction OR One year of experience at the lower level Construction Spec 2 (FEP051) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FEP053	Construction Spec Spv	Supervisor	Supervisor	Professionals	K

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the planning and preparation for the completion of construction projects. Organizes both skilled and general laborers performing construction/renovation projects. Coordinates and/or performs activities related to all facets of the project. May require use of faciliCAD and AutoCAD.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Two years of experience in maintenance and/or general building construction OR Associate's/Vocational/Technical degree from an accredited college or university AND Four years of experience in maintenance and/or general building construction OR High school diploma or GED AND Six years of experience in maintenance and/or general building construction OR One year of experience at the lower level Construction Spec 3 (FEP052) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES010	Supply/Warehouse Clerk 1	Support	Support - Administration	Office/Clerical	B

Job Summary

Under direct supervision, receives, stores and issues materials, equipment and other items. Performs manual and clerical tasks involved in the distribution of supplies and materials.

Entry Qualifications

High school diploma or GED. Note: Some positions require possession of valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES011	Supply/Warehouse Clerk 2	Support	Support - Administration	Office/Clerical	C

Job Summary

Under general supervision, receives, stores and issues materials, equipment and other items. Performs manual and clerical tasks involved in the distribution of supplies and materials.

Entry Qualifications

Vocational/Technical degree from an accredited college OR High school diploma or GED AND One year of experience in shipping and receiving OR One year of experience at the lower level Supply/Warehouse Clerk 1 (FES010) or position equivalent. Note: Some positions require possession of valid driver's license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES012	Supply/Warehouse Clerk 3	Support	Support - Administration	Office/Clerical	E

Job Summary

Under broad supervision, receives, stores and issues materials, equipment and other items. Performs manual and clerical tasks involved in the distribution of supplies and materials.

Entry Qualifications

Vocational/Technical degree from an accredited college AND One year of experience in shipping and receiving OR High school diploma or GED AND Two years of experience in shipping and receiving OR One year of experience at the lower level Supply Warehouse Clerk 2 (FES011) or position equivalent. Note: Some positions require possession of valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES013	Supply/Warehouse Clerk Spv	Supervisor	Supervisor	Office/Clerical	F

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the operations of a warehouse. Receives, stores and issues materials, equipment and other items. Performs manual and clerical tasks involved in the distribution of supplies and materials.

Entry Qualifications

Vocational/Technical degree from an accredited college AND Two years of experience in shipping and receiving, One year of which in a lead/supervisory role OR High school diploma or GED AND Three years of experience in shipping and receiving, One year of which in a lead/supervisory role OR One year of experience at the lower level Supply/Warehouse Clerk 3 (FES012) or position equivalent. Note: Some positions require possession of valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES020	Parking Attendant 1	Support	Support - Labor	Service Maintenance	A

Job Summary

Under direct supervision, learns to monitor and control electronic building access systems and parking facilities. May collect parking fees from customers.

Entry Qualifications

Any combination of training and experience that will lead to competencies related to area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES021	Parking Attendant 2	Support	Support - Labor	Service Maintenance	B

Job Summary

Under general supervision, monitors and controls electronic building access systems and parking facilities. May collect parking fees from customers.

Entry Qualifications

Six months of experience in a related area OR Six months of experience at the lower level Parking Attendant 1 (FES020) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES022	Parking Attendant 3	Support	Support - Labor	Service Maintenance	C

Job Summary

Under broad supervision, monitors and controls electronic building access systems and parking facilities. May collect parking fees from customer.

Entry Qualifications

One year of experience in a related area OR One year of experience at the lower level Parking Attendant 2 (FES021) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES023	Parking Attendant Spv	Supervisor	Supervisor	Service Maintenance	D

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the monitoring of parking facilities and parking areas. Monitors and controls electronic building access systems.

Entry Qualifications

Vocational/Technical degree from an accredited college OR Eighteen months of experience in a related area OR One year of experience at the lower level Parking Attendant 3 (FES022) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES030	Groundskeeper 1	Support	Support - Labor	Service Maintenance	A

Job Summary

Under direct supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris, and other related duties. Operates and maintains grounds equipment as necessary.

Entry Qualifications

Valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES031	Groundskeeper 2	Support	Support - Labor	Service Maintenance	B

Job Summary

Under general supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris and other related duties. Operates and maintains grounds equipment as necessary.

Entry Qualifications

Six months of related experience AND valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES032	Groundskeeper 3	Support	Support - Labor	Service Maintenance	C

Job Summary

Under broad supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris and other related duties. Operates and maintains grounds equipment as necessary.

Entry Qualifications

One year of related experience AND valid driver's license OR One year of experience at the lower level Groundskeeper 2 (FES031) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES033	Groundskeeper Spv	Supervisor	Supervisor	Service Maintenance	F

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the maintenance of grounds for an assigned property. Operates and maintains grounds equipment as necessary.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university Or Two years of related experience as a supervisor or lead worker AND valid driver's license OR One year of experience at the lower level Groundskeeper 3 (FES032) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES040	Housekeeper 1	Support	Support - Labor	Service Maintenance	A

Job Summary

Under direct supervision, performs any combination of duties to maintain order, sanitation and cleanliness in facilities. Maintains supplies as needed.

Entry Qualifications

Any combination of training and experience that would have enabled the applicant to have acquired the necessary knowledge, skills and abilities.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES041	Housekeeper 2	Support	Support - Labor	Service Maintenance	B

Job Summary

Under general supervision, performs any combination of duties to maintain order, sanitation and cleanliness in facilities. Maintains supplies as needed.

Entry Qualifications

One year of experience in related area of assignment OR One year of experience at the lower level Housekeeper 1 (FES040) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES042	Housekeeper 3	Support	Support - Labor	Service Maintenance	C

Job Summary

Under broad supervision, performs any combination of duties to maintain order, sanitation and cleanliness in facilities. Maintains supplies as needed.

Entry Qualifications

One year of experience as a lead worker in related area of assignment OR One year of experience at the lower level Housekeeper 2 (FES041) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES043	Housekeeper Spv	Supervisor	Supervisor	Service Maintenance	D

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages the cleaning and upkeep of assigned areas. Performs any combination of duties to maintain order, sanitation and cleanliness in facilities. Maintains supplies.

Entry Qualifications

One year of experience as a supervisor in related area of assignment OR One year of experience at the lower level Housekeeper 3 (FES042) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES050	Facility Maintenance Wkr 1	Support	Support - Labor	Service Maintenance	A

Job Summary

Under direct supervision, performs routine maintenance on buildings, facilities and grounds. Cleans and maintains assigned areas.

Entry Qualifications

Any combination of training and experience that would have enabled the applicant to acquire the necessary knowledge, skills and abilities. Note: Some positions may require valid driver's license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES051	Facility Maintenance Wkr 2	Support	Support - Labor	Service Maintenance	B

Job Summary

Under general supervision, performs routine maintenance on buildings, facilities and grounds. Cleans and maintains assigned areas.

Entry Qualifications

One year of related experience. Note: Some positions may require valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES052	Facility Maintenance Wkr 3	Support	Support - Labor	Service Maintenance	D

Job Summary

Under broad supervision, performs routine maintenance on buildings, facilities and grounds. Cleans and maintains assigned areas.

Entry Qualifications

Three years of related experience OR One year of experience at the lower level Facility Maintenance Wkr 2 (FES051) or position equivalent. Note: Some positions may require valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FES053	Facility Maintenance Wkr Spv	Supervisor	Supervisor	Service Maintenance	E

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. May perform routine maintenance on buildings, facilities and grounds. Cleans and maintains assigned areas.

Entry Qualifications

Four years of related experience OR Two years of experience at the lower level Facility Maintenance Wkr 3 (FES052) or position equivalent. Note: Some positions may require valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET010	Hwy Maintenance Tech 1	Technician	Technician - Uncertified	Skilled Craft	E

Job Summary

Under direct supervision, maintains highways, municipal and rural roads, runways and rights-of-ways. Duties include patching pavement, repairing guardrails and highway markers.

Entry Qualifications

Valid driver's license is required.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET011	Hwy Maintenance Tech 2	Technician	Technician - Uncertified	Skilled Craft	F

Job Summary

Under general supervision, maintains highways, municipal and rural roads, runways and rights-of-ways. Duties include patching pavement, repairing guardrails and highway markers.

Entry Qualifications

Six months of experience in equipment operation and/or repair, highway maintenance or any other relevant experience AND valid driver's license.

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET012	Hwy Maintenance Tech 3	Technician	Technician - Uncertified	Skilled Craft	G

Job Summary

Under broad supervision, maintains highways, municipal and rural roads, runways and rights-of-ways. Duties include patching pavement, repairing guardrails and highway markers.

Entry Qualifications

One year of experience in equipment operation and/or repair, highway maintenance or any other relevant experience OR One year of experience at the lower level Hwy Maintenance Tech 2 (FET011) or position equivalent AND valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET013	Hwy Maintenance Tech Spv	Supervisor	Supervisor	Skilled Craft	H

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the maintenance of highways, municipal and rural roads, runways and rights-of-ways. Coordinates all highway maintenance activities.

Entry Qualifications

Two years of experience in equipment operation and/or repair, highway maintenance or any other relevant experience OR One year of experience at the lower level Hwy Maintenance Tech 3 (FET012) or position equivalent AND valid driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET020	Printer 1	Technician	Technician - Uncertified	Skilled Craft	E

Job Summary

Under direct supervision, coordinates the workforce, physical plant, inventory and equipment in production activities.

Entry Qualifications

High school diploma or GED.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET021	Printer 2	Technician	Technician - Uncertified	Skilled Craft	F

Job Summary

Under general supervision, coordinates the workforce, physical plant, inventory and equipment in production activities.

Entry Qualifications

High school diploma or GED AND One year of directly related experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET022	Printer 3	Technician	Technician - Uncertified	Skilled Craft	G

Job Summary

Under broad supervision, coordinates the workforce, physical plant, inventory and equipment in production activities.

Entry Qualifications

Associate's degree from an accredited college or university OR High school diploma or GED AND Two years of directly related experience OR One year of experience in area of assignment.

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET023	Printer Spv	Supervisor	Supervisor	Skilled Craft	H

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Coordinates the workforce, physical plant, inventory and equipment in production activities.

Entry Qualifications

Bachelor's degree in management, business administration or a directly related field from an accredited college or university OR High school diploma or GED AND Two years of directly related experience, One year of which in a lead/supervisory role in area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET030	General Trades Tech 1	Technician	Technician - Uncertified	Skilled Craft	E

Job Summary

Under direct supervision, performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control and other facilities systems.

Entry Qualifications

High school diploma or GED AND One year of experience in building repairs and maintenance or in the specific area of assignment. Note: Some positions may require area specific certifications/licenses.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET031	General Trades Tech 2	Technician	Technician - Uncertified	Skilled Craft	F

Job Summary

Under general supervision, performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control and other facilities systems.

Entry Qualifications

High school diploma or GED AND Two years of experience in building repairs and maintenance or in the specific area of assignment OR One year of experience at the lower level General Trades Tech 1 (FET030) or position equivalent. Note: Some positions may require area specific certifications/licenses.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET032	General Trades Tech 3	Technician	Technician - Uncertified	Skilled Craft	G

Job Summary

Under broad supervision, performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control and other facilities systems. Note: Position may require 24 on-call availability.

Entry Qualifications

High school diploma or GED AND Three years of experience in building repairs and maintenance or in the specific area of assignment OR Two years of experience at the lower level General Trades Tech 2 (FET031) or position equivalent. Note: Some positions may require area specific certifications/licenses.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET033	General Trades Tech Spv	Supervisor	Supervisor	Skilled Craft	H

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the repair, maintenance and construction of state buildings and related structures.

Entry Qualifications

High school diploma or GED AND Four years of experience in building repairs and maintenance or in the specific area of assignment, One year of which in a lead/supervisory role OR Two years of experience at the lower level General Trades Tech 3 (FET032) or position equivalent. Note: Some positions may require area specific certifications/licenses.

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET040	Purchasing Asst 1	Technician	Technician - Uncertified	Office/Clerical	E

Job Summary

Under direct supervision, receives, stores and issues property and supplies. Manages, administers or coordinates property and inventory control.

Entry Qualifications

Associate's degree from an accredited college or university OR One year of experience in materials management.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET041	Purchasing Asst 2	Technician	Technician - Uncertified	Office/Clerical	F

Job Summary

Under general supervision, receives, stores and issues property and supplies. Coordinates property management and inventory control.

Entry Qualifications

Associate's degree from an accredited college or university OR Two years of experience in materials management OR One year of experience at the lower level Purchasing Asst 1 (FET040) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET042	Purchasing Asst 3	Technician	Technician - Uncertified	Office/Clerical	H

Job Summary

Under broad supervision, receives, stores and issues property and supplies. Manages property and inventory control and prepares related reports.

Entry Qualifications

Bachelor's degree from an accredited college or university OR Associate's degree from an accredited college or university AND One year of experience in materials management OR Three years of experience in materials management OR One year of experience at the lower level Purchasing Asst 2 (FET041) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET043	Purchasing Asst Spv	Supervisor	Supervisor	Office/Clerical	I

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the purchasing, receiving, storing and distribution of property and supplies.

Entry Qualifications

Bachelor's degree from an accredited college or university AND One year of experience in materials management OR Associate's degree from an accredited college or university AND Two years of experience in materials management OR Four years of experience in materials management, Two years of which in a supervisor/lead role OR Two years of experience at the lower level Purchasing Asst 3 (FET042) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET050	Fleet/Motor Pool Spec 1	Technician	Technician - Uncertified	Office/Clerical	F

Job Summary

Under direct supervision, coordinates the assignment, maintenance and replacement of vehicles in a fleet program. Maintains inventory and orders supplies.

Entry Qualifications

High school diploma or GED.

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET051	Fleet/Motor Pool Spec 2	Technician	Technician - Uncertified	Office/Clerical	G

Job Summary

Under general supervision, coordinates the assignment, maintenance and replacement of vehicles in a fleet program. Maintains inventory and orders supplies.

Entry Qualifications

High school diploma or GED AND One year of experience in area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET052	Fleet/Motor Pool Spec 3	Technician	Technician - Uncertified	Office/Clerical	H

Job Summary

Under broad supervision, coordinates the assignment, maintenance and replacement of vehicles in a fleet program. Maintains inventory and orders supplies.

Entry Qualifications

High school diploma AND Two years of experience in area of assignment OR One year of experience the lower level Fleet/Motor Pool Spec 2 (FET051) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET053	Fleet/Motor Pool Spec Spv	Supervisor	Supervisor	Office/Clerical	I

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees all facets of an agency/institution motor pool. Coordinates the assignment, maintenance and replacement of vehicles in a fleet program.

Entry Qualifications

High school diploma AND Two years of experience in area of assignment, One year of which in a supervisory/lead role OR One year of experience at the lower level Fleet/Motor Pool Spec 3 (FET052) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET060	Mechanic 1	Technician	Technician - Uncertified	Skilled Craft	F

Job Summary

Under direct supervision, learns to maintain, diagnose, inspect and/or repair engines, vehicles and other motorized equipment.

Entry Qualifications

Associate's/Vocational/Technical degree in area of assignment from an accredited college or university OR One year of experience in area of assignment. Note: Some positions may require specific licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET061	Mechanic 2	Technician	Technician - Uncertified	Skilled Craft	G

Job Summary

Under general supervision, maintains, diagnoses, inspects and/or repairs engines, vehicles and other motorized equipment.

Entry Qualifications

Associate's/Vocational/Technical degree in area of assignment from an accredited college or university AND One year of experience in area of assignment. Note: Some positions may require specific licensure.

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET062	Mechanic 3	Technician	Technician - Uncertified	Skilled Craft	H

Job Summary

Under broad supervision, maintains, diagnoses, inspects, and/or repairs engines, vehicles and other motorized equipment.

Entry Qualifications

Associate's/Vocational/Technical degree in area of assignment from an accredited college or university AND Two years of experience in area of assignment OR Three years of experience in area of assignment OR One year of experience at the lower level Mechanic 2 (FET061) or position equivalent. Note: Some positions may require specific licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET063	Mechanic Spv	Supervisor	Supervisor	Skilled Craft	I

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Maintains, diagnoses, inspects and/or repairs engines, vehicles and other motorized equipment.

Entry Qualifications

Associate's/Vocational/Technical degree in area of assignment from an accredited college or university AND Two years of supervisory experience in area of assignment OR Three years of experience in area of assignment, Two years of which in a supervisory/lead role OR One year of experience at the lower level Mechanic 3 (FET062) or position equivalent. Note: Some positions may require specific licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET071	Grounds Maintenance Tech 1	Technician	Technician - Uncertified	Service Maintenance	E

Job Summary

Under general supervision, landscapes or maintains grounds of property using hand or power tools or equipment.

Entry Qualifications

High school diploma or GED.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET072	Grounds Maintenance Tech 2	Technician	Technician - Uncertified	Service Maintenance	G

Job Summary

Under broad supervision, landscapes or maintains grounds of property using hand or power tools or equipment.

Entry Qualifications

High school diploma or GED AND Three years of related experience OR internal experience at a lower level Facility Maintenance Wkr 3 (FES052) or Grounds Maintenance Tech 1 (FET071) or position equivalent.

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET073	Grounds Maintenance Tech Spv	Supervisor	Supervisor	Service Maintenance	I

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Landscapes or maintains grounds of property using hand or power tools or equipment.

Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of related experience as a supervisor/lead worker AND valid driver's license OR Two years of related experience as a supervisor/lead worker AND valid driver's license OR One year of experience at the lower level Grounds Maintenance Tech 2 (FET072) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET080	Aircraft Mechanic 1	Technician	Technician - Certified	Skilled Craft	H

Job Summary

Under direct supervision, repairs, overhauls, inspects, maintains, cleans and returns helicopters and aircraft to service.

Entry Qualifications

Vocational/Technical degree in area of assignment from an accredited college OR Eighteen months of practical experience in area of assignment with a related certification. Note: Some positions may require specific licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET081	Aircraft Mechanic 2	Technician	Technician - Certified	Skilled Craft	I

Job Summary

Under general supervision, repairs, overhauls, inspects, maintains, cleans and returns helicopters and aircraft to service.

Entry Qualifications

Vocational/Technical degree in area of assignment from an accredited college AND One year of experience in area of assignment OR Three years of experience in area of assignment OR One year of experience at the lower level Aircraft Mechanic 1 (FET080) or position equivalent. Note: Some positions may require specific licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET082	Aircraft Mechanic 3	Technician	Technician - Certified	Skilled Craft	K

Job Summary

Under broad supervision, delegates and monitors subordinates on repairing, overhauling, inspecting, maintaining, cleaning and returning helicopters and aircraft to service and allocates work.

Entry Qualifications

Vocational/Technical degree in area of assignment from an accredited college AND Two years of experience in area of assignment OR Four years of experience in area of assignment OR One year of experience at the lower level Aircraft Mechanic 2 (FET081) or position equivalent. Note: Some positions may require specific licensure.

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET083	Aircraft Mechanic Spv	Supervisor	Supervisor	Skilled Craft	L

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs the overall repairs, overhauls, inspections, maintenance, cleaning and returning of helicopters and aircraft to service.

Entry Qualifications

Vocational/Technical degree in area of assignment from an accredited college AND Two years of supervisory experience in area of assignment OR Four years of experience in area of assignment, Two years of which in a supervisory/lead role OR One year of experience at the lower level Aircraft Mechanic 3 (FET082) or position equivalent. Note: Some positions may require specific licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET090	Fabricator/Welder 1	Technician	Technician - Certified	Skilled Craft	H

Job Summary

Under direct supervision, fabricates and repairs firefighting equipment and special metal fabrications using proper welding techniques according to established guidelines and procedures. Repairs and/or installs fire suppression water pumps on fire engines.

Entry Qualifications

Vocational/Technical degree in area of assignment from an accredited college OR One year of experience in the area of assignment. Ability to use a cutting torch and weld with a wire welder. Note: Some positions may require specific licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET091	Fabricator/Welder 2	Technician	Technician - Certified	Skilled Craft	I

Job Summary

Under general supervision, fabricates and repairs firefighting equipment and special metal fabrications using proper welding techniques according to established guidelines and procedures. Repairs and/or installs fire suppression water pumps on fire engines. Reads blue prints and lays out new construction. Serves as lead worker or mentor to TDLs and new hires.

Entry Qualifications

Vocational/Technical degree in area of assignment from an accredited college AND One year of experience in area of assignment OR Two years of experience in area of assignment OR Eighteen months at the lower level Fabricator/Welder 1 (FET090) or position equivalent. Note: Some positions may require specific licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET092	Fabricator/Welder 3	Technician	Technician - Certified	Skilled Craft	J

Job Summary

Under broad supervision, fabricates and repairs firefighting equipment and special metal fabrications using proper welding techniques according to established guidelines and procedures. Repairs and/or installs fire suppression water pumps on fire engines. Evaluates component construction methods and accurately identifies improvement options for safety enhancements, increased durability or reduced production costs. Serves as job expert or organization resource in assigned areas.

Entry Qualifications

Vocational/Technical degree in area of assignment from an accredited college AND Three years of experience in area of assignment OR Four years of experience in area of assignment OR Three years of experience at the lower level Fabricator/Welder 2 (FET091) or position equivalent. Note: Some positions may require specific licensure.

Job Code Catalog: Facilities

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
FET093	Fabricator/Welder Spv	Supervisor	Supervisor	Skilled Craft	K

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the fabrication, machine, paint and plumbing shops. Performs administrative duties which may include budget preparation, authorize purchases, assists in selection and with dismissals of employees. Coordinates shop's activities for repairs, manufacture, design and development. Trains employees on equipment, teaches welding and liquid movement techniques.

Entry Qualifications

Vocational/Technical degree in area of assignment from an accredited college AND Two years of supervisory experience in area of assignment OR Three years of experience in area of assignment, Two years of which in a supervisory/lead role OR One year of experience at the lower level Fabricator/Welder 3 (FET092) or position equivalent. Note: Some positions may require specific licensure.