

### Benton County Classification Specifications

Classification Series/Occupational Group: Maintenance & Operations Classification Title: <b>Maintenance &amp; Operations Specialist</b> DBM Range: B21-B25 # of Subgrades: 5 FLSA: Non-exempt		<b>Class Description:</b> Incumbents in the Maintenance & Operations series are responsible for the ongoing maintenance and inspection of County property, equipment, utilities and related infrastructure. Positions within this series exercise skill and authority ranging from basic manual labor to skilled repairs and maintenance requiring advanced training in one or more trades. This class is the second of two broad levels in the Maintenance & Operations series. Incumbents are responsible for performing a variety of semi-skilled to skilled maintenance and repair tasks in the areas of: parks, roads, facilities, and fleet. Specific duties could include: maintaining, and repairing buildings, roads, grounds, and related facilities; manufacturing, modifying, and repairing items or apparatus made from a variety of materials or types of components; or repairing and operating equipment, vehicles, or utilities; evaluating equipment and supplies as necessary to ensure effective operations; prioritizing and assigning work; executing special projects/assignments. Exact assignments and responsibilities will vary in accordance with the following competency levels:			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	<b>Homogenous:</b> Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities.	<b>Standard:</b> Most difficult job responsibilities typically performed for 30% or less of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies a broad knowledge of techniques, procedures and processes of a particular field of specialization to the completion of routine assignments for a defined area. May require operation of specialized tools or equipment to carry out repair and maintenance assignments.	Works under close to moderate supervision and follows standard procedures and practices to accomplish assigned work.	Applies basic skills and may develop advanced skill using tools, equipment and techniques; work is routine and instructions are usually detailed. Some positions may require ASE certification where work primarily consists of working on automobiles and some heavy equipment. Work requires manual skill and specialized knowledge to perform general maintenance duties using established procedures and guidelines
Subgrade 2	<b>Mixed:</b> Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities.	<b>Moderate:</b> Most difficult job responsibilities generally account for 30%-60% of the employee's total work time	Possesses and applies a comprehensive knowledge of techniques, procedures and processes of one or more areas of specialization to the completion of assignments impacting a moderate area of the County.	Usually works with limited supervision. Assignments are broad in nature, requiring some originality and ingenuity.	Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position. May requires industry certification in area of assignment, such as LEM, boiler, wastewater, building, ASE Master- include EVT up to master level mainly working on automobiles and heavy equipment. Entry level work on EVT.
Subgrade 3	<b>Heterogeneous:</b> Major job responsibilities require the application of varying and diverse knowledge, skills and abilities. Job responsibilities may require the knowledge of multiple technical disciplines and/or trades.	<b>Significant:</b> 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job. Requires advanced problem-solving skills and creativity.	Possesses and applies an advanced knowledge of one or more fields of specialization to the completion of projects and assignments of major complexity impacting significant parts of the County, such as facilities management and road maintenance.	Plans and conducts assignments with minimal oversight and/or review. Recommends major changes in procedures to assigned area.	Applies advanced skills to the position or specialization; adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position; may lead the work of less experienced staff. Includes ASE Master & EVT Master Mechanic working on EVT, buses, transit and heavy equipment.
Subgrade 4	<b>Heterogeneous and Lead:</b> Major job responsibilities require demonstrated expertise of one or more technical or trades-based functions. Job responsibilities require a broad knowledge of	<b>Lead:</b> Significant portions of the employee's time is dedicated to leading and directing work of substantial complexity and diversity	Possesses and applies an advanced knowledge of one or more fields of specialization sufficient to lead and direct the completion of difficult assignments.	Provides work direction and oversight to less experienced staff. Approves the application of alternative methods and technique as necessary to complete assignments. Decisions carry high	Applies advanced skills to the position or specializations and provides oversight for the work of less experienced staff; regularly adapts procedures and techniques as necessary to accomplish the work; establishes precedent for future operations. This level includes Working Foreman- Roads and Working Foreman-

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	technical functions necessary to lead and direct work.			impact of errors, resulting in significant budget or financial impact.	Facilities Management; Sr. Mechanic with Master level certifications.
Subgrade 5	<b>Heterogeneous and Lead:</b> Major job responsibilities require demonstrated expertise of one or more technical or trades-based functions. Job responsibilities require a broad knowledge of technical functions necessary to lead and direct work.	<b>Lead:</b> Significant portions of the employee's time is dedicated to leading and directing work of substantial complexity and diversity	Possesses and applies an advanced knowledge of one or more fields of specialization sufficient to lead and direct the completion of difficult assignments.	Provides work direction and oversight to less experienced staff. Approves the application of alternative methods and technique as necessary to complete assignments. Decisions carry high impact of errors, resulting in significant budget or financial impact.	Applies advanced skills to the position or specializations and provides oversight for the work of less experienced staff; regularly adapts procedures and techniques as necessary to accomplish the work; establishes precedent for future operations. Directs, trains, and provides technical oversight of work in a revenue generating program. This level includes Working Foreman- Fleet.