

<b>Closing Date</b>	Open Until Filled
<b>Salary</b>	\$20.936/hr
<b>Job Type</b>	Full-Time/Permanent
<b>Position</b>	Maintenance Specialist I (#03145206)
<b>Location</b>	North Platte, NE
<b>Division</b>	Military Department (The Adjutant General)

- Stable employment and hours with regular salary increases
- Thirteen paid holidays per year
- Competitive benefits, paid time off, and retirement, agency free parking and flexible work schedules
  - o 79% employer-paid health insurance with four plans and coverage levels to choose from; a stipend for retired military eligible for TRICARE
  - o Dental, vision, long and short-term disability, flex spending and health savings accounts, employee assistance program, employee discount program, and more!
  - o Generous vacation and sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
  - o 156% state-matched retirement for state plans
  - o \$20,000 term life insurance at no cost to you, with additional supplemental life insurance options
  - o Wide variety of professional development opportunities
  - o Dependent Tuition Reimbursement Program with six Nebraska community colleges!
  - o Veteran's Preference & Military Spouse Transition Program
  - o Public Service Loan Forgiveness Program through the federal government possibilities

**Examples of Work:**

Performs skilled painting work in the major renovation and construction of building structures; paints and/or plasters interior and exterior building surfaces, signs, furniture and equipment; prepares surfaces for painting or finishing; mixes and matches paints and stains; putties, plasters, fills, and repairs cracks and holes on surfaces; replaces broken glass in windows and doors; caulks window frames, door frames, expansion and construction joints and similar areas; performs incidental related work such as glazing, wallpaper hanging, applying other wall coverings, repairing and finishing all types of surfaces such as plaster, cement and marble.

Performs skilled carpentry work in the major renovation and construction of building structures; constructs, alters, maintains and repairs buildings, floors, roofs, stairways, partitions, walls, ceilings, doors, windows, screens, scaffolds, wood fixtures, furniture and cabinets; lays floor coverings; plasters newly constructed walls and ceilings and removes/repairs and maintains all plastered surfaces; installs hardware hinges, handles, locks, and clasps on doors, windows and furniture; performs skilled hand and bench work in a carpentry shop.

Performs skilled plumbing work in the major renovation and construction of building structures; installs, alters, maintains and repairs a variety of plumbing fixtures such as sinks, lavatories, toilets, tubs, showers, automatic flush valves, faucets, drains, basins, hydrants, water coolers, and steam traps; installs, alters, maintains, and repairs laundry equipment, kitchen equipment, sterilization equipment, steam plant equipment and other equipment utilizing water, steam, gas, air, hydraulic fluid or other feed lines, and waste or disposal lines; installs, alters, maintains and repairs fire protection sprinkler systems, water treatment and sewage treatment equipment; adjusts and repairs steam pumps and regulators, water pumps, heaters and air compressors.

Performs skilled electrical work in the major renovation and construction of building structures; installs, alters, maintains, and repair wiring systems, appliances, machinery, and electrical fixtures such as switches, outlets, light fixtures, exhaust and circulation fans, conduit, and switch panels; tests circuits for continuity and proper connections; installs, maintains, and repairs specialized electrical equipment such as refrigeration units, dishwashers, water heaters, kitchen appliances, and laundry equipment; installs, maintains, oils, and cleans electrical motors and generators and does other electrical and limited mechanical work in repairing and replacing parts.

Performs skilled, precision welding work in the fabrication, modification, or repair of metal parts, fixtures, and equipment; designs, fabricates, and modifies parts for vehicles and construction and industrial equipment; cuts, grinds, bends, or drills metals into various shapes; repairs or reconstructs defective, damaged, fatigued, or worn metal equipment, fixtures, or component parts of machinery/vehicles such as axles, shafts, trailer hitches, push frames, loader buckets, snow removal equipment, wheelchairs, serving carts, stainless steel, sheet metal, and steel doors and hinges by replacing, straightening, or reinforcing parts using appropriate welding or soldering techniques and equipment.

Constructs, maintains, and repairs concrete and other foundations, and interior and exterior walls and ceilings; builds forms, sets reinforcing wire and rods, mixes, pours, spreads, levels, and rough finishes concrete and cement in the construction and repair of sidewalks, floors, walls, curbing, ramps, steps, and parking lots; lays and repairs brick, stone, and concrete block walls and structures; installs various types of floor, wall, and ceiling tile; mixes cement, plaster, mortar, concrete, and other masonry components as required for each job; waterproofs concrete; re-caulks, repairs, and or replaces flashing; lays brick.

Installs, replaces, repairs, and rebuilds locks, electronic/electrical locks, security devices, and other hardware to ensure the security of state buildings and property; disassembles malfunctioning locks to replace or rebuild worn or broken mechanisms; installs control switches and interlocking relays; troubleshoots control panel for electrical malfunctions; repairs and opens locks and changes lock combinations; cleans and lubricate locking mechanisms in order to ensure proper, consistent operation and to extend life expectancy of the mechanism; cuts and fits new and duplicate keys to replace lost or broken keys; picks locks to gain access to secured areas when keys and combination are not available; maintains, in strict security, all lock and key records such as keys issued, combinations and safe locks, equipment and supply inventory, and lock replacements.

Inspects and audits work areas and facilities for safety hazards. Investigates accidents, reviews accident and injury reports and prepares recommendations to correct unsafe conditions. Conducts safety training and participates in safety meetings to identify current problems/issues, discuss best practices, and promote safety.

Performs skilled work in operating and maintaining building control systems including pneumatic, electric, electronic, and computerized controls and systems.

Schedules and performs specialized preventative maintenance and repairs for equipment, systems, and machinery to ensure that necessary inspection, adjustment, and replacement of parts is made prior to malfunctions or safety hazards occurring.

Cleans, maintains, and repairs all tools and equipment used in the performance of assigned tasks.

Estimates time, cost, and materials needed to install, replace, repair, or modify buildings and related equipment and systems. Advises in the selection, ordering, and storage of materials and equipment used to complete assigned tasks.

Reads and interprets blueprints, layouts, specifications, and written instructions.

Confers with supervisor concerning construction, alteration, maintenance, and repair projects.

Inventories, stocks, and monitors supplies. Maintains shop area. Reports security problems or hazardous conditions to supervisor.

Provides work direction, assignment, review and assistance to Maintenance Technicians and other facility or maintenance personnel.

### **Qualifications/Requirements:**

**Minimum Qualifications Required:** Associates degree or equivalent vocational education in construction, industrial engineering, HVAC, welding, or other building trade. Experience in building maintenance, a mechanical trade, or performing safety inspections, investigations or training may be substituted for education on a year-for-year basis as determined appropriate by the agency.

**Other/Special Note:** Background check will be required. Prior to any job offer being made, all certifications, diplomas and references will be verified, and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check. Incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

### **Knowledge, Skills, and Abilities required:**

Knowledge of standard use, maintenance and safety practices associated with hand tools, power tools and light to heavy machinery; building and mechanical trade methods, practices and procedures; occupational hazards and safety precautions followed in building maintenance operations; computer building control systems and software; plumbing, electrical, heating, air conditioning and refrigeration systems; fire codes and fire prevention regulations and procedures.

Skill in the use of hand tools, power tools and building maintenance equipment; basic office and computer skills including competency in the use of email, procurement and building system applications; the operation and preservation of maintenance tools and equipment.

Ability to communicate effectively, understand and follow instructions, read and comprehend blueprints, reference books and equipment manuals; perform skilled maintenance work in a variety of building and mechanical trades; troubleshoot and identify problems, determine materials and equipment necessary to install, repair and adjust building structures, systems and fixtures; utilize and maintain hand tools, power tools and maintenance equipment safely; perform manual labor, work in tight spaces, climb ladders and scaffolding to perform work above ground; conduct inspections, identify safety hazards and educate/train others in accident prevention and safety.

### **Instructions for Applying**

Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.
- You will have the opportunity to attach a resume, however it should not be used to replace any information asked for on the official application.

- **Please be complete.** You will not be allowed to change your application after you have applied for a position, and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

We encourage you to use the Search feature to find jobs that are available in a particular location or a job that matches your work experience.

Applicants who need accommodation in the selection process should request this in advance. Requests can be made by contacting the Nebraska State Personnel Office, 1526 K Street, Suite 100, Lincoln, NE. (402)471-2075.

These positions are subject to application of Veterans' Preference.

**To Apply: Applications must be made through [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov).**