

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Historical Society		9. Position No. K0215718	10. Budget Program Number	
2. Employee Name (leave blank if position vacant) Vacant(Unclassified)			11. Present Class Title (if existing position) Facilities Specialist	
3. Division Administration			12. Proposed Class Title	
4. Section Maintenance	For	13. Allocation		
5. Unit		Use	14. Effective Date	
6. Location (address where employee works) City Topeka County Shawnee		By	15. By	Approved
7. (circle appropriate time) Full time x Perm. x Inter. Part time Temp. %			Personnel Office	16. Audit Date: By: Date: By:
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
	Physical Plant Supervisor	K0053400

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	Same as above	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed independently with considerable latitude for determining priorities, methods and assignments. Employee applies broad agency guidelines and policies to the operation and maintenance of historical sites and building systems in which they perform their duties within the priorities and procedures established by the department. Position will make independent decisions as well as receive verbal and written work requests from their supervisor and agency staff, they will determine their own daily work schedule by priority and work within the established maintenance program. They create scheduled maintenance tasks for specific systems and equipment by entering data into the maintenance software program. Work schedules are reviewed in weekly meetings with the supervisor and work performance is subject to review by inspections and through conferences with the supervisor.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position is responsible for the operation and maintenance of all building HVAC systems, plumbing systems and electrical systems for the Kansas History Center, Cedar Crest, Potawatomi Mission and Warehouse. They also provide support services for other historic sites throughout the state. This employee provides the necessary services required for the daily operation of all building systems and they are essential in the development and implementation of preventive maintenance practices that insure system dependability and longevity. The preservation and storage of historic artifacts has specific environmental needs, requiring special system designs and thus brings a high degree of expectations and responsibility to insure effective, efficient and reliable systems operations.
1. 10%	E	<p>HVAC & MECHANICAL SYSTEMS:</p> <p>Maintains the facility temperature and humidity levels by daily monitoring and evaluating system operations. Monitors and documents equipment performances, takes corrective action through control and equipment adjustments and creates and directs the necessary work assignments. This work is accomplished through the building automation systems, walk through inspections, reports and requests from staff and by direction and consultations with the supervisor.</p>
2. 40%	E	<p>Identifies and performs the maintenance and repair needs for all heating, ventilation and refrigeration equipment. Provides the services for a physical plant operation along with other smaller building system types within historical sites. Equipment would include chillers, boilers, cooling towers, condenser units, compressors, pumps, motors, starters, valves, operators and controls. Provide and oversee the preventive maintenance duties, trouble shoot problems, make repairs per individual equipment specifications. Will consult and make recommendation on large scope replacement and repairs with management. Identify and perform service needs for building controls pneumatic, electric and DDC including the installation of replacement parts. Oversee the maintenance and operation of the underground fuel tank and the chemical treatment program for the condenser water supply.</p> <p>Maintain and repair all building ventilation systems which include all types of fan units (AHU, VAV, FC, EXH), will insure proper building fresh air, pressure and circulation. Duties will include fan balance, coil repair or maintenance, motor installation, specific operator repairs, duct work and basic fan service needs. Maintenance on system humidification equipment such as electric humidifiers, Ro water equipment and water softeners. Position will provide all types of pipe repair or replacement work as it relates to the system or equipment, hot and chilled water, refrigeration, domestic water and drainage.</p>
3. 20%	E	<p>ELECTRICAL :</p> <p>Independently monitors, repair and maintains building electrical service needs such as building main service, switch gears, panels, fuses, breakers, transformers, starters, contractors, switches, outlets and electrical circuits. Identifies and makes repairs on equipment electrical components and provides direction or recommendations for large scale services. Works with high and low voltage in areas such as building and special lighting systems, large HVAC equipment, DDC controls or fire detection components. In the course of their duties they will trouble shoot electrical issues of all types and they will service and oversee the operation of emergency generators, transfer switches and distribution panels. Provides some service needs and direction on fire and security equipment and oversees the required inspections and tests of those systems.</p>
4. 10%	E	<p>PLUMBING SYSTEMS:</p> <p>Oversee and maintain the necessary plumbing repair and service needs such as proper water supply and drainage, fixture operations, piping, valves, pumps and regulators. Installation of replacement parts. The maintenance of hot water heaters, backflow devices, sewage lift station and fire sprinkler equipment.</p>
5. 10%	E	<p>BUILDING/PROPERTY MAINTENANCE:</p> <p>Initiates and completes general building/property maintenance, including painting, plastering, staining, and other appropriate finish work based on restoration needs. Minor carpentry and masonry repairs. Service and maintain exterior lights, gates, cameras, etc. All maintenance and repairs at historic sites must meet the Secretary of Interior standards for properties on the National Historic Registry.</p>

6. 10%	M	<p>OTHER DUTIES:</p> <p>This system tech position is responsible for purchasing all related supplies, parts, equipment and services needed for the daily operation of all systems and they must be able to work within the State's SMART system and know the guidelines for all expenditures. Special projects and larger costs repairs will be reviewed and approved through consultations with the Physical Plant Supervisor. As with all Agency positions, support for priorities are essential and this position will perform other duties as requested which may include special event service needs, building structural repairs, exhibit projects, etc.</p> <p>As part of the Maintenance Division, this employee is expected to participate in the maintenance department weekend rotation, which requires the employee to work some Saturdays. Additionally, the employee will be placed on an emergency call list and will be expected to respond in case of a system/building emergency.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- (x) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- (x) Loss of life, disruption of operations of a major agency.

Please give examples.

The operation and maintenance of the physical plant equipment is essential for all other Agency operations, an error in the operation or care of this large equipment (boilers and chillers) can be the cause of major Agency down time and the loss of essential services. Improper actions can cause loss of life or serious injury to themselves or the health and welfare of others. System failure can cause damage to irreplaceable historic documents and artifacts and be very costly in the repair and replacement of equipment/buildings. Insufficient maintenance of Historic sites could lead to the loss of National and State Historic registry status.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made daily with vendors for the purchase of supplies and services, with staff members through the request or report of services needed and the public for information or services.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves hazards, risks or discomforts typical of working with or around machinery with exposed moving parts, irritant chemicals, and heavy equipment. Exposure to disagreeable weather conditions and extreme levels of temperature, ventilation, lighting and sound are normal. The work environment will also include working in limited access space and may be extremely dirty. Working with high voltage and from heights of 30-40' is always a high risk.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily- variety of test equipment, hand tools, power tools, ladders, computers, vehicles, chillers, boilers, fans, pumps, valves, motors

Occasionally- pipe benders and threading, welders, grinders, saws, high pressure washer, refrigeration recovery equip, air tools, generators, drills, work lifts, augers

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Five years of experience in the mechanical or building trades. Education may be substituted for experiences as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Valid Driver's License.
Underground storage tank certification required within the first year of employment.

Special knowledge, skills and abilities

Knowledge in the operation of a physical plant and in the maintenance of refrigeration, electrical and related mechanical equipment. Ability to maintain records, communicate and operate through electronic means and have the skill to use tools required for the repair and operation of system maintenance work.

Experience - length in years and kind

Five years of experience in the following building mechanical trades: electrical, electronics, plumbing, power plant operation, boiler operation, HVAC, and electronic/pneumatic control repair. Education may be substituted for experience as determined relevant by agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or
Appointing Authority _____ Date _____

