



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P.O. Box 769
Albuquerque, New Mexico 87103

MAY 17 2006

Memorandum

To: All Education Line Officers
Principals
Program Managers/Supervisors
Business Managers/Technicians

From: BIE Human Resources Officer *Kay Hayes*

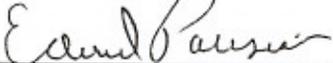
Subject: Excepted Qualification/Job Category Standard 55-01, School Maintenance Specialist, 4749

Attached for your immediate use is the Excepted Qualification/Job Category Standard 55-01, School Maintenance Specialist, 4749, approved in April 2006. This standard cancels and replaces the Job Category Standard 55A, School Maintenance Specialist, 4749, approved April 22, 1997. The significant change is deletion of the automatic staffing differential, which is now covered by a separate procedure. The new standard applies immediately to all advancements, new contracts, and contract renewals.

If you have any questions, please contact Ms. Doris A. Willie, OIEP Human Resources Specialist, at (505) 563-5307, or Kay Hayes, OIEP Human Resources Officer, at (505) 563-5300.

Enclosure

Job Category: 4749
Excepted Qual. Standard: 55-01
Approved: April 2006
Authority: P.L. 95-561


Director, BIE

SCHOOL MAINTENANCE SPECIALIST

CATEGORICAL PAY LEVEL:

Minimum Pay Level: 03
Maximum Pay Level: 03

DESCRIPTION OF WORK:

This job category covers positions that involve work which require one or more journeyman-level skill trades for school and other education facilities. Examples would be a journeyman electrician, journeyman plumber, journeyman refrigeration specialist, journeyman boiler mechanic, etc. Reads, interprets, and applies building plans, blueprints, schematics, engineering drawings, maintenance and repair manuals, wiring diagrams, diagnostic manuals, and sketches to plan and to accomplish work assignments at schools where assigned. Locates problems, troubleshoots, adjusts, modifies, repairs, and/or removes/replaces electrical/mechanical/pneumatic/building equipment of various types, following standard journeyman practices of the trade. Where required, designs or modifies existing systems to meet the unique requirements of educational programs; examples would be wiring a standard classroom for use as a computer laboratory, modifying the plumbing in a kitchen to meet new requirements for steam kettles or other specialized equipment, etc. These positions prepare materials, parts and time estimates needed to complete repairs, modifications or minor construction projects at school facilities, planning such activities in such a manner as to minimize adverse impact on students. Often must perform temporary repairs which meet minimum safety standards for problems during school hours, while delaying the full project until times when students are not in the school buildings. Develops and/or conducts training programs for the school maintenance and janitorial staff to enable them to perform safely minor repairs to school building systems. They may participate as supervising journeyman in formal apprentice training programs.

LEVEL OF RESPONSIBILITY:

These positions have full responsibility for completion of journeyman-level trades' work in one or more areas. Positions may perform related non-journeyman level work in other areas. Typically these positions work independently, occasionally with the assistance of other school facilities staff. Completed work must meet accepted trade practices and safety standards.

POSITION TITLE:

Official title is *School Maintenance Specialist*. Use the basic title without parenthetical specialty title as the official position title for position that include two or more specialties when none predominates or no established specialty. Otherwise, official title may be supplemented with parenthetical designator to denote area of specialization, e.g., Electrician, Plumbing, Refrigeration, Roofer, and Boiler Mechanic. Add the parenthetical title of Leader or Supervisor to the basic title for position that is assigned this responsibility.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

High school or GED diploma and current state certification or licensure as a journeyman (or Department of Labor journeyman certificate) in the trade for which applying is required. Additional pay is granted for additional journeyman licensure in accordance with the provisions of 62 BIAM. Licensure must be documented and maintained to retain the position. All applicants must demonstrate the ability to follow written and oral instructions.

CONDITIONS OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. The work requires extensive driving between work sites throughout the geographic area of the Education Line Office, or school compound. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.

(Note: Conditions of employment should be stated in the position description for these positions and identified as such.)

PHYSICAL REQUIREMENTS:

Incumbents of these positions must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.