



Archdiocese of Omaha

Job Description



Facilities Engineer - Apprentice

SOC Code: **49-9042.10**
Department: **Office of Facilities Management**
Reports To: **Facilities Supervisor**
Subordinates: **None**
Salary Range: **N-3**
Hours per Week: **40**
Scheduled Hours: **8:00 a.m. – 5:00 p.m. (Monday – Friday)**
Overtime Required: **Yes**
FLSA Status: **Non – Exempt (eligible for overtime pay)**
Last Update: **October 19, 2006**

Brief Overall Job Description

Under the direction of the Facilities Supervisor, perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair.

Education, Certification, & Licensing Requirements

- High School Diploma
 - Valid Drivers License
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Essential Duties

- Follow established safety rules and regulations and maintain a safe and clean environment.
- Repair or replace defective equipment parts using hand tools and power tools, and reassemble equipment.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.
- Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Assemble, install, and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions.



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Essential Duties (continued)

- Record maintenance and repair work performed and the costs of the work.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Dismantle devices to gain access to and remove defective parts, using hoists, cranes, hand tools, and power tools.
- Study specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required.
- Build or repair cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools.
- Erect scaffolding and ladders for assembling structures above ground level.
- Remove damaged or defective parts or sections of structures and repair or replace, using hand tools.
- Install structures and fixtures, such as windows, frames, floorings, and trim, or hardware, using carpenter's hand and power tools.
- Apply paint, stain, varnish, enamel, and other finishes to equipment, buildings, and other structures, using brushes, spray guns, or rollers.
- All other duties as assigned by supervisor.

Knowledge

- **BUILDING and CONSTRUCTION** – Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures.
- **DESIGN** – Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **ENGINEERING and TECHNOLOGY** – Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **ENGLISH LANGUAGE** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **LAW and GOVERNMENT** – Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **MATHEMATICS** – Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **MECHANICAL** – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **PUBLIC SAFETY and SECURITY** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property, and institutions.
- **PRODUCTION and PROCESSING** – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- **RELIGION** – Basic working knowledge of the mission of the Catholic Church.



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Skills

- **ACTIVE LEARNING** – Understanding the implications of new information for both current and future problem solving and decision-making.
- **ACTIVE LISTENING** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **COORDINATION** – Adjusting actions in relation to other's actions.
- **CRITICAL THINKING** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **EQUIPMENT MAINTENANCE** – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **EQUIPMENT SELECTION** – Determining the kind of tools and equipment needed to do a job.
- **INSTALLATION** – Installing equipment, machines, wiring, or programs to meet specifications.
- **JUDGMENT and DECISION MAKING** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **MANAGEMENT of MATERIAL RESOURCES** – Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **MATHEMATICS** – Using mathematics to solve problems.
- **OPERATION and CONTROL** – Controlling operations of equipment or systems.
- **OPERATION MONITORING** – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **QUALITY CONTROL ANALYSIS** – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **READING COMPREHENSION** – Understanding written sentences and paragraph's in work related documents.
- **REPAIRING** – Repairing machines or systems using the needed tools.
- **SPEAKING** – Talking to others to convey information effectively.
- **TIME MANAGEMENT** – Managing one's time and the time of others.
- **TROUBLESHOOTING** – Determining causes of operating errors and deciding what to do about it.

Abilities

- **ARM-HAND STEADINESS** – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **DEDUCTIVE REASONING** – The ability to apply general rules to specific problems to produce answers that make sense.
- **DYNAMIC STRENGTH** – The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
- **EXTENT FLEXIBILITY** – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **FINGER DEXTERITY** – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **HEARING SENSITIVITY** – The ability to detect or tell the differences between sounds that vary in pitch and loudness.



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Abilities (continued)

- **INDUCTIVE REASONING** – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **INFORMATION ORDERING** – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **MANUAL DEXTERITY** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **MULTILIMB COORDINATION** – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **NEAR VISION** – The ability to see details at close range (within a few feet of the observer).
- **ORAL COMPREHENSION** – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **PROBLEM SENSITIVITY** – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **SELECTIVE ATTENTION** – The ability to concentrate on a task over a period of time without being distracted.
- **SPEECH RECOGNITION** – The ability to identify and understand the speech of another person.
- **STAMINA** – The ability to exert yourself physically over long periods of time without getting winded or out of breath.
- **TRUNK STRENGTH** – The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- **VISUALIZATION** – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **VISUAL COLOR DISCRIMINATION** – The ability to match or detect differences between colors, including shades of color and brightness.
- **WRIST-FINGER SPEED** – The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- **WRITTEN COMPREHENSION** – The ability to read and understand information and ideas presented in writing.

Work Activities

- **COMMUNICATING with PERSONS OUTSIDE ORGANIZATION** – Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **CONTROLLING MACHINES and PROCESSES** – Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **COMMUNICATING with SUPERVISORS, PEERS, or SUBORDINATES** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.



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Work Activities (continued)

- **GETTING INFORMATION** – Observing, receiving, and otherwise obtaining information from all relevant sources.
- **HANDLING and MOVING OBJECTS** – Using hands and arms in handling, positioning, and moving materials, and manipulating things.
- **IDENTIFYING OBJECTS, ACTIONS, and EVENTS** – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **INSPECTING EQUIPMENT, STRUCTURES, or MATERIAL** – Inspecting equipment, structures or materials to identify the cause of errors or other problems or defects.
- **JUDGING the QUALITIES of THINGS, SERVICES, or PEOPLE** – Assessing the value, importance, or quality of things or people.
- **MAKING DECISIONS and SOLVING PROBLEMS** – Analyzing information, and evaluating results to choose the best solution and solve problems.
- **MONITOR PROCESSES, MATERIALS, or SURROUNDINGS** – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **OPERATING VEHICLES, MECHANIZED DEVICES, or EQUIPMENT** – Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as passenger vehicles.
- **PERFORMING FOR or WORKING DIRECTLY with the PUBLIC** – Performing for people or dealing directly with the public.
- **PERFORMING GENERAL PHYSICAL ACTIVITIES** – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **PROCESSING INFORMATION** – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information, or data.
- **REPAIRING and MAINTAINING MECHANICAL EQUIPMENT** – Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- **SCHEDULING WORK and ACTIVITIES** – Scheduling events, programs, and activities, as well as the work of others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be capable of negotiating rough terrain on foot to access maintenance problems. Must be capable to operate a variety of motorized equipment. Must be capable of occasionally lifting fifty-one hundred (50-100 lb.) in confined space during execution of duties. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.



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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this position functions primarily on a job site. Manual labor is required. Adverse weather conditions including prolonged exposure to temperature and precipitation extremes may be a factor in addition to potential exposure to fuels, exhaust, chemicals and hazardous implements and equipment.