ZONE CHANGE CHECKLIST
Maintenance Worker – Facilities Section

REQUIRED					
	Zone 1 (Minimum Requirements)	**Zone 2 (Required to move to Zone 2)**	**Done?**	**Zone 3 (Required to move to Zone 3)**	**Done?**
1	High School or GED.	Continuing Education or Hands-On Training in the Maintenance / Construction field. (Certificate/degree completion NOT required for this Zone)		Advanced training / Certification in a Maintenance or Construction Field OR a combination of multi-trade work experience (6-year minimum). The training must be independent (Non-City generated). Course completion certificate, degree, or passing grade IS required for this Zone. Facilities Management to approve training program.	
2		Minimum of Two (2) years of Zone 1 experience.		Minimum of Three (3) years of Zone 2 experience.	
3		Documented Two (2) years of performance evaluations: overall rating greater than 7.0 and successful completion of goals and objectives as determined by Facilities Mgmt.		Documented Three (3) years of performance evaluations: overall rating greater than 7.0 and successful completion of goals and objectives as determined by Facilities Management.	
4	Working knowledge, care, and safety of MOST Hand Tools, Power Tools, and Shop Equipment.	Proficient in ALL Hand Tools, Power Tools, and Shop Equipment. Proficiency determined by Facilities Management.		Expert knowledge in ALL Hand Tools, Power Tools, and Shop Equipment with the ability to train and evaluate others. Proficiency determined by Facilities Management.	
5	Ability to lead independently employees in the following categories: Temporaries.	Ability to lead independently employees in the following categories: Zone 1 and Temporaries. Proficiency determined by Facilities Management.		Ability to lead independently employees in the following categories: Zone 1, Zone 2, Temporaries, and outside service contractors. Proficiency determined by Facilities Management.	
6	Ability to read, understand, complete, work from, and schedule the following: Work Orders.	Ability to read, understand, complete, work from, and schedule the following: Work Orders, Blueprints/Building Plans. Proficiency determined by Facilities Management.		Required knowledge in reading, understanding, and interpreting ALL of the following: Blueprints/Building Plans, Technical Manuals, Schematics, Building Codes, Specifications, and Diagrams. Proficiency determined by Facilities Management, and/or a Lead Worker, a Zone 3 evaluator.	
7	Basic Entry Level of Building Maintenance / Custodial knowledge.	Proficient in TWO (2) or more of the following Building Maintenance disciplines: Electrical, Plumbing, Carpentry, Custodial, Warehouse Management, HVAC Mechanical, HVAC Controls, Painting, Drywall, Pool (Aquatic) Systems. Proficiency determined by Facilities Mgmt.		Proficient in THREE (3) or more of the following Building Maintenance disciplines: Electrical, Plumbing, Carpentry, Warehouse Management, HVAC Mechanical, HVAC Controls, Painting, Drywall, Pool (Aquatic) Systems. Working knowledge in all disciplines. The ability to train and evaluate others. Proficiency determined by Facilities Management.	
8	Purchasing materials and parts.	Ability to estimate jobs, purchase and research materials and parts.		Proficient in the planning of work, estimating work, and purchasing materials for Projects and Budgetary purposes.	
9	Basic Administrative Skills: Computers, reading, writing, oral expression, internet abilities.	Basic Administrative Skills: Computers, reading, writing, oral expression, internet abilities. Ability to enter work orders in Naviline.		Proficient Administrative Skills: Computers, Equipment software, maintaining logs & histories, reading, writing, oral expression, internet abilities. Ability to enter work orders in Naviline.	
10	Ability to lift a minimum 40 lbs. to a maximum 65 lbs. Ability to work on your feet for entire shift. Ability to climb ladders at ALL heights. Ability to meet the physical requirements of the job. Ability to work in adverse weather conditions.	Ability to lift a minimum 40 lbs. to a maximum 65 lbs. Ability to work on your feet for entire shift. Ability to climb ladders at ALL heights. Ability to meet the physical requirements of the job. Ability to work in adverse weather conditions.		Ability to lift a minimum 40 lbs to a maximum 65 lbs. Ability to work on your feet for entire shift. Ability to climb ladders at ALL heights. Ability to meet the physical requirements of the job. Ability to work in adverse weather conditions.	
11	Must be willing to work shift work, including late shifts, emergency call-ins or special needs basis as directed by Facilities Management.	Must be willing to work shift work, including graveyard shifts, emergency call-ins or special needs basis as directed by Facilities Management.		Must be willing to work shift work, including graveyard shifts, emergency call-ins or special needs basis as directed by Facilities Management.	
12	Valid Arizona Driver's License.	Valid Arizona Driver's License.		Valid Arizona Driver's License. Must comply with Residency Requirements Section 1-60-010 B-1 of the Employee Handbook.	
DESIRED					
	Zone 1 (Minimum)	**Zone 2 (Elements to meet Zone 2)**	**Done?**	**Zone 3 (Elements to meet Zone 3)**	**Done?**
13		Completion of a Supervisor Leadership Program. Minimum study course of 3 days as approved by Facilities Management.		Completion of a Supervisor Leadership Program. Minimum study course of 3 days as approved by Facilities Management. This can be an advanced class of a follow-up course to the Zone 2 study course.	
14				Project Management experience: Directing construction projects involving multiple trades and staff. Directing Facilities maintenance related projects involving multiple contractors and staff.	