



WORKING TITLE: FACILITIES MAINTENANCE SPECIALIST	CLASSIFICATION: FACILITIES MAINTENANCE SPECIALIST
DEPARTMENT: FACILITIES MAINTENANCE	DEPARTMENT: FACILITIES MAINTENANCE
PAY RANGE: OPEU 19	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9015
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs all aspects of facilities maintenance and repair of buildings, including electrical equipment, air conditioning systems, heating systems; installation of data, telecommunication and alarm cabling; installation and repair of electro-mechanical lock systems and equipment.

SUPERVISION RECEIVED:

Works under the direct supervision of the Facilities Maintenance Supervisor who assigns duties, observes performance, and inspects work.

SUPERVISION EXERCISED:

Exercises project or task related supervision and training of other maintenance workers, laborers and inmates on skilled or semi-skilled tasks.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Performs installation and repair of data, telecommunication, alarm, camera systems, cabling, patch panels, wall jacks, routers, control panels, access systems, and other related equipment.
- Performs electrical maintenance and repair of building electrical systems including motors, pumps, disconnects, motors starters, breakers, controls and related areas.
- Performs operational maintenance, repair and replacement of boilers, chillers, compressors, pneumatics, controls, cooling towers, and all related HVAC equipment.
- Performs building remodeling and restoration projects as directed.
- Assists in the selection, recommendation, and purchase of selected items used in the facility maintenance, repair or construction fields.
- Perform other skilled installation, maintenance and repair tasks as directed by supervisor.

JOB SPECIFICATION

KNOWLEDGE OF:

- Occupational hazards, safety precautions and inspection principals used in all aspects of facility maintenance, repair and remodeling.
- Principles and practices of facility maintenance including use of equipment, instruments and tools necessary in the trade.
- Steam plant operation and cooling system.

SKILL IN:

- Performing electrical and building maintenance, including repair, re-modeling, and restoration.
- Following instructions, both verbal and written.

ABILITY TO:

- Perform the duties associated with facility maintenance, repair, and remodel work including demolition, wall construction, electrical repair and installation as allowed, plumbing as allowed, and other related tasks.
- Read, understand, and build from blueprints.
- Read understand and follow oral and written instructions.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Five years' trades experience, which includes repair and maintenance of building and grounds. Course work and training in the construction trades may be substituted for up to one year of experience. Any satisfactory equivalent combination of experience and training which insures ability to perform the work may be subtitled for the above.

SPECIAL QUALIFICATIONS REQUIRED:

Possession of a valid Oregon Limited Maintenance Electrical license and possession of a valid Oregon Limited Energy Technician – Class A license.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, frequently required to use repetitive hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.