



Job Description

Facility Maintenance Technician

Scope of Position

Assists in the repair and maintenance of mechanical, electrical, plumbing, building systems and grounds maintenance at County-owned facilities. The ideal candidate will be a self starter/demonstrate initiative, multi task and have the ability to set priorities in a fast paced environment with constantly changing conditions. Applicant must be available to work various shifts and under adverse weather conditions.

Supervision Received

Works under the direct supervision of Facilities and Properties Manager.

FLSA Status

Non-exempt

Union Status

Classified

Physical Demands

Ability to lift and carry up to 75 lbs. safely, stand and/or kneel for long periods of time, and periodically work with overhead items, sometimes with the use of a ladder and/or scaffolding. Must be able to work outdoors in adverse weather conditions.

Major Responsibilities

- Adhere to OSHA safety rules and procedures and County policy
- Maintain logs relating to Material Safety Data and Personal Protective Equipment
- Maintain high level of confidentiality relating to the workplace
- Maintain inventories of all tools, equipment and supplies
- Maintain Courthouse floors (mop, buff, wax)
- Apply carpentry techniques and use carpentry tools to construct, alter, repair, and/or install walls, stairs, floors, ceilings, windows, doors, roofs, gutters, locks, etc.
- Perform structural repair, alterations, or improvement within limits of personal skills and abilities
- Maintain machinery, equipment and tools by adjusting, cleaning, and lubricating to ensure optimum working order
- Apply paint, varnish and stain to all types of surfaces in order to protect and beautify surfaces using appropriate tools and equipment

- Perform and track preventative maintenance duties as well as making repairs to heating, ventilation and air conditioning equipment such as replacing belts on motors, changing filters, bearings, etc...
- Perform minor plumbing work not requiring a licensed plumber
- Perform minor electrical work not requiring a licensed electrician
- Maintain and repair sidewalks, curbs, gutters and other related masonry
- Clean, paint and maintain County buildings, rest rooms and recreation facilities
- Perform housekeeping duties and maintain cleanliness in all areas of the property
- Perform emergency repairs with minimal supervision within limits of personal skills and abilities
- Responsible for snow and ice removal
- Oversee community service workers and Warner Creek Correctional Facility (WCCF) minimum security work crews
- All other related duties/responsibilities as assigned

Knowledge, Skills & Abilities

- High School or equivalent diploma
- Proper and efficient use of hand tools and equipment
- Follow work safety rules and procedures
- Good verbal and written communication skills
- Ability to complete basic work activity records and reports
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain cooperative working relationships
- Ability to perform maintenance tasks independently, following established work procedures and techniques
- Ability to safely operate equipment such as a riding mower, push mower, trencher, chain saw, brush clippers and ATV
- Ability to efficiently utilize various office equipment, including personal computer
- Working knowledge of Microsoft Office Suite (Word, Excel, etc.)
- Ability to work nights, weekends, extended hours and holidays as needed
- Ability to work with and manage community service, volunteer and inmate crews (including ability to obtain necessary training to work with Dept. of Corrections inmate crews)
- Ability to work safely at all times

Education & Experience

High school graduation or equivalency, and two years' progressive experience in a variety of custodial and/or maintenance functions. A combination of education and experience to successfully perform the duties will be considered. Applicant must possess valid Oregon Drivers license.

Compensation

Beginning salary range: \$2,901 to \$3,702 per month. 37.5 hours per week. Qualifies for County benefit package.