

LINN COUNTY CLASSIFICATION

TITLE: BUILDING MAINTENANCE PERSON 3

NUMBER: 809

PAY RANGE: 15

CATEGORY: OPEU/SEIU

APPROVAL ORDER

NUMBER: 2014-073

DATE: APRIL 29, 2014

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform varied and complex maintenance and repair work on facilities and facility systems to include internal telephone communication systems. Work is performed within established department and certification policy and procedures, accepted repair procedures and equipment manuals. The employee uses initiative, judgment and experience to determine and choose between alternative guidelines. May act as Lead worker over other Building Maintenance staff on occasion.

SUPERVISION RECEIVED: Works under the direction of the General Services Director who provides general instruction on policy changes and sets overall priorities for completion of work. Employee works independently and resolves questions or problems on the basis of past precedent and interpretation of policy or procedural guidelines. Employee confers with the Director for assistance when confronted with unusual problems. Work is reviewed to insure determinations and decisions made are in accordance with department policies and procedures.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may assist in the job orientation/training of new personnel and act as a Lead worker over building maintenance employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform maintenance, repairs and adjustments to facilities, facility systems and furnishings. Work is more complex with systems requiring certification.
2. Perform carpentry work, including construction and repair of woodwork, tile floors, work stations, partitions, cabinets, shelves, desks and bulletin boards. Work includes painting interior and exterior finishes, repair of plaster/wall coverings and fixtures.
3. Perform electrical maintenance and repair work including, but not limited to, wiring, circuits, receptacles, fixtures, equipment and motors.
4. Perform heating and refrigeration equipment repair and preventative maintenance work on boilers, water heaters, furnaces, fans, belts, filters and make corrections for proper operation.
5. Perform repair and maintenance work on plumbing systems (water and sewer) including, but not limited to, leaking valves, faucets, restroom fixtures and landscape watering systems.

6. Manage and perform repair and maintenance work on the County telephone systems including, but not limited to software changes, programming, security, billing, installs and relocates, new equipment and upgrades and vendor contracts.
7. Manage and perform repair and maintenance work, either directly or via vendors, on the Courthouse backup generator and associated systems including, but not limited to, programming, testing and system upgrades.
8. Employee work schedule may involve opening and closing facilities and is subject to change to meet emergency or other situations caused by department schedule conflicts.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Reasonable knowledge of the maintenance and repair of public buildings, reasonable knowledge of maintenance and repair of plumbing, heating and cooling systems. Knowledge of carpentry and cabinet making; knowledge of tools and materials necessary to make repairs. Skill in the use and care of tools and equipment. Skill in the use of computer and software systems.

Ability to work from ladders, scaffolds and other above-ground locations, including roofs. Ability to assess problems with electrical, plumbing, heating and cooling systems and make necessary corrections to resolve problems, communicate effectively in oral and written form, make decisions independently and to use initiative and judgment in dealing with other County departments; provide Lead worker supervision, if necessary, meet and deal courteously and effectively with other employees, department heads, outside agency personnel and the public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school. Four years progressively responsible maintenance experience in electrical and plumbing repair; maintenance and repair of heating and cooling systems; two years experience as a Building Maintenance 2 employee or any satisfactory equivalent combination of

experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATION: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record. Certification required in one of the following building trades: electrical, plumbing, refrigeration, back flow device testing or any other certification issued by the appropriate State regulatory agency, as required by Linn County.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside and is physically demanding. Requirements include the ability to see, talk and hear, sit, stand and walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.