



# Linn County Road Department

*Providing safe and efficient transportation to  
citizens and visitors of Linn County.*

## JOB ANNOUNCEMENT

A vacancy exists in the Linn County Road Department for:

**Classification Title: ROAD DEPARTMENT FACILITIES COORDINATOR**

**Classification No: 253**

**Classification Category: SEIU Represented; Full Time (40 hours/week)**

### ESSENTIAL FUNCTIONS OF THE JOB:

- Consult with supervisor regarding prioritization and scheduling of repairs, maintenance and improvements to facilities.
- Perform carpentry work; perform electrical maintenance and repairs on facilities and buildings
- Repair plumbing on facilities and buildings
- Prepare and paint interior and exterior finishes and fixtures using brush, roller and spray methods
- Monitor and perform and perform maintenance checks and services on boilers, water heaters, HVAC systems and other mechanical systems.
- Monitor and maintain fuel facility storage and delivery systems including tanks, pumps, electronic monitoring systems and associated facilities
- Coordinate and contract construction and repair work on facilities and systems
- Respond to emergencies during and after normal work hours.
- Will lift and carry up to sixty (60) pounds
- Develop and maintain effective, harmonious and reasonable work relationships with others.
- Maintain regular and predictable work attendance.

### QUALIFICATIONS:

- Thorough knowledge of the maintenance and repair of electrical, plumbing and HVAC systems, including code requirements.
- Knowledge of public contracting laws and procedures, including Linn County Public Contracting Rules. *PREFERRED*
- Graduation from high school and four (4) years of progressively responsible experience in building maintenance with experience in electrical, plumbing, and HVAC maintenance and repair; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.
- Possession of a valid driver's license and an acceptable driving record.

**SALARY, BENEFITS, COMPENSATION:** Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more.

**COMPENSATION:** Range: \$4,152 – 5,297 monthly, full-time position with benefits

**CLOSING DATE:** May 24, 2022 – 5:00 PM

**HOW TO APPLY:** Submit a completed Linn County Employment Application with a Resume and Cover Letter to:  
Wayne E. Mink, P.E., Roadmaster, Linn County Road Department, 3010 Ferry Street SW, Albany, Oregon 97322

Application forms and job classification may be obtained from the Linn County Road Department, the Linn County Board of Commissioner's Office at the Linn County Courthouse, or at the Linn County Web Page at [www.co.linn.or.us](http://www.co.linn.or.us)

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER