



BUILDING MAINTENANCE SPECIALIST

Classification #: 483
FLSA: Non-Exempt
EEOC: 08

GENERAL STATEMENT OF DUTIES:

At the journey level performs a variety of maintenance and repair work essential to the function of County buildings to include operation, monitoring, adjustment and repair; and performs other related duties as assigned.

SUPERVISION RECEIVED:

Works under the supervision of the Maintenance Supervisor who assigns and outlines work projects and inspects results for compliance with departmental standards, applicable codes and regulations. Receives training, work assignments and general guidance on technical aspects of work from senior Building Maintenance Specialists.

SUPERVISION EXERCISED:

Supervision of employees is not a responsibility of positions in this classification. May provide training to others as part of assigned duties.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class within the Building Maintenance series. This class is distinguished from the Building Maintenance Trainee by the assignment of the full range of duties. Employees at this level are expected to perform their job functions with only occasional instruction or assistance as new or unusual situations arise. They are aware of the operating procedures and policies within the unit and are expected to use independence of direction and judgment in carrying out their duties.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following.)

1. Conducts planned maintenance in accordance with the County preventative maintenance schedule on heating, ventilation, air conditioning and refrigeration equipment. Performs adjustments, calibrations, and part replacement as needed.
2. Troubleshoots mechanical breakdowns or operating problems on heating, ventilation, air conditioning, and refrigeration equipment; provides diagnosis and repairs equipment or schedules repair with appropriate personnel or contractor; determines parts supplier and orders parts.
3. In coordination with Facilities Management and lead worker; performs remodeling, demolition, and capitol improvement projects within County facilities. May determine and order parts and supplies for projects.

4. Provides routine preventative maintenance and repair for building structures, equipment, and systems; maintains mechanical systems such as cooling towers, fans, pumps, air compressors, and boilers.
5. Prepares and paints interior and exterior finishes and fixtures using brush, roller and spray methods.
6. Installs and changes locks and door entry systems including in secure environments such as Juvenile Detention and the Marion County Correction Facility.
7. Keeps accurate and complete records of all materials used, work performed and equipment serviced in all repair work and as part of the preventive maintenance/cost accounting program.
8. Provides general labor duties such as unclogging toilets and sinks, replaces lights, switches, floor tiles, and furniture moving, labor assistance to other departments and general custodial tasks as required in daily operations of county buildings.
9. Safely operates a variety of hand and power tools and equipment in the maintenance and custody of county buildings.
10. Provides other maintenance tasks as assigned.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILL AND ABILITY:**

Journey-level knowledge of: methods and techniques used in one or more of the following trades carpentry, plumbing, electrical wiring and repair, tile setting and painting, steam fitting, boiler operation and repair, arc and acetylene welding, plastering and general mechanical repair.

Substantial ability and skill to: use and operate hand and power tools necessary to building and mechanical maintenance; plan and organize work; read, understand and work from mechanical, electrical and structural blueprints and schematic diagrams; follow written and oral instructions; perform skilled tasks in the repair and maintenance of County buildings, equipment and furnishings; establish and maintain professional and cooperative working relationships with other employees, vendors, and contractors; operate a motor vehicle.

Employee is expected to understand and exhibit sound preventive maintenance skills, demonstrate the ability to identify, report and/or correct malfunctioning equipment and seek out opportunities to improve the maintenance, security and efficiency of County facilities.

EXPERIENCE AND TRAINING:

1. Graduation from high school or equivalent; **AND**
2. Four or more years of directly related and documented work experience; **OR**

3. Any equivalent combination of experience, education and/or training relevant to the position.

Note: Preference given for possession of a State of Oregon Apprenticeship and Training Council Journeyman's card for one of the following trades: Stationary Engineer, HVAC/R, Plumber, Millwright, and Welding or closely related trades.

NECESSARY SPECIAL REQUIREMENTS:

1. Possession of, or obtain within 30 days of hire, a valid Class C Oregon driver's license. If in possession of a current out of state driver's license, must obtain Oregon driver's license within 30 days of hire.
2. Possess and maintain an acceptable driving record. A copy of the driving record for all qualified applicants will be obtained from the Department of Motor Vehicles.
3. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
4. Final candidate must be able to pass a pre-employment drug and alcohol screening test.

Adopted: 11/88

Revised: 6/94; 4/97; 12/00; 2/05; 4/10; 3/12