

LINN COUNTY CLASSIFICATION

TITLE: BUILDING MAINTENANCE HELPER
NUMBER: 803
PAY RANGE: 08
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-014
DATE: January 26, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform a variety of semi-skilled duties related to the maintenance and repair of buildings and mechanical equipment. Duties are performed under the guidance of journey-level employee; however, routine and minor repairs and other tasks may be performed independently.

SUPERVISION RECEIVED: Works under the guidance of the Building Maintenance Supervisor who provides general instruction and sets overall priorities for completion of work. As employee progresses in skill and ability, routine and minor repairs may be performed independently.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for 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. Assist in repairs and adjustments to heating and refrigeration equipment, plumbing and water lines, electrical wiring and equipment, plaster and wall coverings, furniture, woodwork, tile floors and miscellaneous repairs to building structures.
2. Assist in carpentry work and construction work of a simple nature such as installing shelves, hanging doors and bulletin boards.
3. Assist in electrical maintenance at all County facilities and buildings. This includes, but is not limited to, electrical fixtures and equipment, pulling wire and replacing fuses, bulbs and globes.
4. Assist in janitorial duties such as sweeping, mopping, removing trash, shoveling snow and window washing.
5. Assist in plumbing repair at all County facilities and buildings. This includes, but is not limited to, leaking valves, faucets, restroom fixtures and lawn sprinkler piping.
6. Assist in providing general labor duties, including furniture moving, for other departments.
7. Prepare and paint interior and exterior finishes and fixtures using brush, roller and spray methods.

8. Employee work schedule is subject to change to meet emergency or other situations that necessitate scheduling due to department work conflicts.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

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

KNOWLEDGE, SKILL, AND ABILITY: Basic knowledge of common practices, methods, materials, and tools of journey-level building and mechanical trades. Basic knowledge of hazard and safety precautions of various trades.

Ability to perform semi-skilled tasks of various trades. Ability to follow oral and written instructions sufficiently to perform the functions of the position. Ability to learn relevant building, fire, and safety codes. Ability to work from ladders, scaffolds, and other above-ground locations, including roofs. Must have the ability to 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 is required. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle operator's license and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside and is physically demanding as work environment encompasses all County facilities from roof to basement. Requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; push and pull; crawl in small areas and climb ladders and stairs; 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.