

# **LINN COUNTY CLASSIFICATION**

**TITLE: BUILDING MAINTENANCE PERSON 2**

**NUMBER: 807**

**APPROVAL ORDER**

**PAY RANGE: 12**

**NUMBER: 2001-525**

**CATEGORY: OPEU**

**DATE: September 11, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform varied and complex maintenance and repair work on buildings and mechanical equipment. Work is performed within established department and certification policy and procedures, accepted repair procedures and equipment manuals. The employee uses initiative, judgement and experience to determine and choose between alternative guidelines. May act as Leadworker over other Building Maintenance staff on occasion.

SUPERVISION RECEIVED: Works under the direction of Building Maintenance Supervisor 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 Supervisor 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 of new personnel and act as a Leadworker 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 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 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. Work is more complex in the area of certification.
2. Perform carpentry work, including construction of work stations, partitions, cabinets, shelves, desks and bulletin boards.
3. Perform electrical maintenance at all County facilities and buildings including, but not limited to, electrical circuits, receptacles, fixtures and motors.
4. Assume responsibility for preventative maintenance on boilers, water heaters, furnaces, fans, belts and filters. Make corrections for proper operation.
5. Repair plumbing at all County facilities and buildings including, but not limited to, leaking valves, faucets, restroom fixtures and lawn sprinkler piping.
6. Assist in general labor duties, including furniture moving, for all 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: 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.

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 judgement in dealing with other County departments; provide Leadworker 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 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, asbestos removal, backflow device testing, building operator, 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.