



Cow Creek Government Offices

Position Description

Position Title: Facilities Maintenance

Department: Facilities

Reports To: Facilities Director

FLSA Designation: Non-exempt

POSITION PURPOSE:

Performs technical and non-technical routine maintenance duties on a wide variety of building and facility equipment, fixtures and systems. Repairs a variety of equipment, machines and systems that used in the daily operations of the properties.

ESSENTIAL FUNCTIONS:

- Performs the installation of new equipment and parts as necessary.
- Reviews maintenance requests in software daily, identifies, recommends and implements optimum solutions and performs preventative maintenance inspections and preventative maintenance services.
- Completes work, which complies with regulatory codes under general supervision. Ensures that the premises are clean and orderly at all times. May also include some responsibilities for ground maintenance.
- Depending on area and level of expertise will perform a variety of tasks including: Carpentry, general plumbing tasks; scrape, putty, and paint walls, woodwork and fixtures; replace light bulbs, covers, and filters or other tasks as assigned. Operation of a wide variety of hand and portable power tools.
- Performs plumbing tasks including repair and replacement of faucets, drains and water pumps. Cleaning drains and associated piping. Repair and maintenance of toilets. Troubleshooting and maintenance of associated automated and mechanical flushing systems.
- Carpentry including patching, texturing, building, repairing structural damage, painting interior/exterior and wall papered surfaces. Perform rough and finish carpentry duties in the maintenance, repair and alteration and construction of buildings and equipment. Operate woodworking machines and use a variety of hand and power tools. Perform such duties as making and/or repairing counters, windows, partitions, doors, floors and building framework.
- Flooring installation or repair. Multiple types of floor and wall coverings are utilized throughout the facilities. Installation and/or repair of all areas are a responsibility of this position.
- Assist with inventory of assets on Government Office properties. This includes inputting items into computer program and bar coding items for tracking.
- Assist in input and monitoring SDS systems for Government Office properties.
- Ability to do digital and paper filing of monthly paperwork for vendors. Also need to have the ability to do tracking using software on the computer.

- Grounds keeping support including, pressure washing, spraying, trash and debris removal.
- Assist with maintaining vehicles and equipment as well as preventative maintenance scheduling.
- Assures all equipment and functions comply with safety requirements. Complies with all safety rules and practices.
- Provides constructive input to foster process improvement within the department.

QUALIFICATIONS:

- High School Diploma or GED certificate preferred.
- Vocational/Technical Training, in building maintenance, related maintenance or construction experience, required. May substitute experience for education if the experience is in one of the following fields: carpentry, plumbing, appliance or equipment repair.
- Minimum of 2 years experience in the building maintenance, construction or related repair field.
- Excellent organizational, verbal, interpersonal, and customer relation skills.
- Basic computer skills and the ability to learn and operate new programs.
- Analytical/mathematics skills are essential.
- Ability to read and comprehend written instructions.
- Capable of handling multiple priorities and tasks.
- Management shall evaluate education and experience on an individual basis.
- Current Oregon Drivers License with the ability to qualify for the Cow Creek Government Office's Drivers Program.
- Must maintain a neat, clean and well-groomed appearance at all times (specific standards available.)

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Position Minimum Requirements

{Continuous --67-100% of the day. Frequent -- 34-66%. Occasional -- 6-33%. Intermittent -- 1-5%}

1. SITTING - (Percent of time or hours per day? Surface? Foot controls?) **Occasional**

2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?) **Frequent**

3. WALKING - (Percent of time or hours per day? Surface? Distance?) **Frequent**

4. POSITIONS - (Can worker change positions frequently? Occasionally?) **Yes Frequently**

5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?) **Occasionally up to 100#s**

6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance?) **Occasionally up to 100#s**

7. REACHING/HANDLING - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasional**

8. BENDING/SQUATTING - (Frequency? From Waist? Knees? Duration?) **Occasionally from the knees**

9. TWISTING - (From what body part(s)? Frequency? How far? Work being done?) **Occasionally from the waist.**

10. CLIMBING - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Occasional**

11. CRAWLING - (Surface? Frequency? Distance?) **Occasional**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, and communicable disease, etc.) **Position is performed inside a temperature-controlled facility. Exposure to smoke, dust, noise, communicable diseases is always present. Works with extreme heat/cold. Works around moving mechanical parts. Potential electrical shock.**

<input type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input checked="" type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

Employee

DATE

Supervisor/Manager

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.