



WORKING TITLE: FACILITIES MAINTENANCE WORKER I	CLASSIFICATION: FACILITIES MAINTENANCE WORKER I
DEPARTMENT: FACILITIES MAINTENANCE	DIVISION: FACILITIES MAINTENANCE
PAY RANGE: OPEU 10	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9015
PPE: PER WORK LOCATION	REVISION DATE: OCTOBER 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs general unskilled or limited semi-skilled maintenance tasks or janitorial duties; observes safety guidelines; does related work as required.

SUPERVISION RECEIVED:

Works under direct supervision of Facilities Maintenance Manager or designee.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this class.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Performs manual labor digging sprinkler ditches, cutting brush, spraying grass and shrubs, hand loading and unloading; moves office furniture, operates hand tools, etc.
- Performs painting, patching, and paint clean-up.
- Performs general cleaning of buildings and grounds as directed.
- Performs janitorial duties including carpet extracting, window cleaning, etc.,
- Assists in furniture building and repair.
- Performs landscaping including mowing, weeding, pruning, etc.

JOB SPECIFICATION

KNOWLEDGE OF:

- Occupational hazards and safety precautions.
- Principles and practices of facility maintenance including use of equipment, instruments and tools necessary in the trade.

SKILL IN:

- Performing manual labor including digging ditches, cutting brush, spraying grass and shrubs, general cleaning of buildings and grounds, and janitorial duties.

- Following instructions, both verbal and written.

ABILITY TO:

- Perform physical labor as required including demolition, wall construction, electrical repair and installation as allowed, plumbing as allowed, and grounds and building maintenance, and other related tasks as instructed.
- Read understand and follow oral and written instructions.
- Operate power hand tools.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

One year experience in facility maintenance field or related training is required. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, frequently required to use repetitive hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge,

skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.