



WORKING TITLE: FACILITIES MAINTENANCE WORKER II (JAIL)	CLASSIFICATION: FACILITIES MAINTENANCE WORKER II
DEPARTMENT: COMMUNITY JUSTICE	DIVISION: SHERIFF'S OFFICE / JAIL
PAY RANGE: OPEU 13	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9015
PPE: PER WORK LOCATION	REVISION DATE: MARCH 2015

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs routine maintenance and repair work on electrical, plumbing, heating, and cooling systems of the Jail. Operates hand power tools and performs manual labor tasks as required.

SUPERVISION RECEIVED:

Works under direct supervision of the Sheriff, Jail Captain or his designee who observes performance and inspects work upon completion.

SUPERVISION EXERCISED:

Supervision of employees is not a responsibility except in directing inmate labor for janitorial and manual labor tasks.

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 janitorial duties, carpet extraction, window washing, floor polishing, etc., as directed.
- Operates hand tools and other maintenance equipment as directed.
- Assists in building exterior walls and roof repair.
- Assists in the preventive maintenance program for machinery.
- Assists in minor plumbing repair and replacement including sprinklers, faucets, toilets, flushometers, etc., as directed.
- Assists in minor building remodeling and restoration projects.
- Assists in performing minor electrical maintenance including replacements of switches, receptacles, ballasts, and fixtures.
- Performs other semi-skilled maintenance tasks as directed by supervisor.

JOB SPECIFICATION

KNOWLEDGE OF:

- Standard trade methods, tools, materials and equipment used in repair, maintenance, and custodial care of buildings as required.

- Some knowledge of occupational hazards and safety precautions as required by duties.

SKILL IN:

- Performing manual labor including, general cleaning of buildings and grounds, and janitorial duties.
- Following instructions, both verbal and written.
- Operating hand tools.

ABILITY TO:

- Perform general building maintenance and repair work including plumbing, electrical, carpentry and grounds maintenance skills.
- Direct custodial workers.
- Read, understand, and follow oral and written instructions.
- Safely operate hand tools and power-hand tools required by assignments.
- Establish and maintain effective working relationships with supervisors, co-workers, and other employees.
- Attend work as scheduled and/or required.
- Maintain confidentiality in office and Jail at all times.

MINIMUM EXPERIENCE AND TRAINING:

Two years' trades experience including repair and maintenance of buildings and related facilities is required. Course work and training in the trades area may be substituted for up to one year experience. 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.

Subject to successful completion of a Sheriff's Office background check and clearance by Criminal Justice Information Systems. High School diploma or GED.

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.