



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Building Maintenance Worker I, II, III  
Department: Facilities Services  
FLSA Status: Non-Exempt  
WC Code: 9015  
Effective Date: January 1, 1991  
Last Revised: July 1, 2018  
Pay Grade: A12, A14, A16  
Union: AFSCME

#### SUMMARY

The Building Maintenance Worker is a three tiered position. Qualification of higher levels are based on experience, advanced maintenance abilities and certifications. Performs semi-skilled and skilled work in corrective and preventative maintenance to County buildings and equipment; does related work as required. An employee in this class is responsible for corrective and preventative maintenance of County buildings, facilities and equipment. Work is performed under the supervision of the Facilities Director who reviews work on the basis of results attained. Supervision is not normally a responsibility of positions in this classification.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

#### Building Maintenance Worker I:

1. Repairs and replaces parts in electrical circuits of buildings and equipment; installs conduit and pulls wires; replaces ballasts, switches and plugs; installs lights and equipment.
2. Repairs and maintains heating and air conditioning systems which includes belts, motors, bearings and boilers.
3. Installs new water lines and hot water heaters; repairs valves and water leaks. Clears and unclogs plumbing lines. Installs filter and regulators; repairs and replaces circulation pumps, well pumps and regulators.
4. Performs carpentry work which includes installing or removing walls, doors, windows and floors. Builds cabinets, bookcases, shelving and furniture.
5. Diagnoses and repairs appliances such as stoves, ovens, garbage disposals and related kitchen equipment.
6. Removes and pours concrete for sidewalks, retaining walls and curbing.
7. Performs fabrication and welding work such as screen dividers, steel plates, handrails and flag poles.
8. Other duties as assigned.

#### Building Maintenance Worker II:

1. All duties of Building Maintenance Worker I.
2. Coordinate work of contractors at Department Head's direction.
3. Participate in building remodels including replacing walls, flooring, ceiling, painting etc.
4. Oversee and coordinate work of lower level Maintenance Workers.

#### Building Maintenance Worker III:

1. All duties of Building Maintenance Worker II.
2. Oversee and coordinate work of lower level Maintenance Workers.

#### SUPERVISORY RESPONSIBILITIES

Maintenance Worker I has no supervisory duties. Maintenance Worker II and III oversee work of lower level Maintenance Workers.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

#### Maintenance Worker I:

Considerable knowledge of building construction, mechanical and plumbing methods; equipment and materials as applied to corrective and preventative building maintenance; maintenance and repair of electrical systems; equipment and materials used in furniture construction and repair; safety practices and procedures. Interpret and comply with written and oral instructions; work independently and manage time efficiently; communicate effectively both verbally and in writing; establish and maintain effective working relationships with employees and the public.

Maintenance Worker II and III: All knowledge skills and abilities of Maintenance Worker I at advanced level. Ability to perform two of the following trades at a journeyman level: HVAC, lighting, locksmith, plumbing, carpentry, or painting.

#### EDUCATION AND EXPERIENCE

Maintenance Worker I: High school graduation or equivalency; and two years of experience in building maintenance/repair at a journey level in at least one of the building trades; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Maintenance Worker II: High school graduation or equivalency; and four years of experience in building maintenance/repair at a journey level in at least two of the building trades; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Maintenance Worker III: High school graduation or equivalency; and six years of experience in building maintenance/repair at a journey level in at least two of the building trades; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around properly diagnosing and repairing maintenance problems.

#### JOB IMPACT

The most common consequence of error would involve financial loss due to improper preventative and corrective maintenance to County buildings and equipment.

#### JOB CONTACTS

Contacts are with other County department personnel and the public to resolve problems; and with suppliers to procure materials.

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### OTHER SKILLS AND ABILITIES

The operation of hand and power tools and equipment used in the area of responsibility.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. For Maintenance II: Carry and maintain a Building Operation Certification. For Building Maintenance III: Must be licensed or certified in two of the following areas of trade: HVAC Refrigerant Handlers Card, Limited Maintenance Electrician License, Low Voltage Electrician, Asbestos abatement, Journeymen Plumber.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

### WORK ENVIRONMENT

Work is performed in County buildings and related facilities. Work involves walking, lifting, bending, working in confined areas or in high locations. The position is impacted by rush jobs for emergency repairs; the need for accuracy and attention to fine detail in repairing electrical systems; uncontrollable interruptions from employees of other departments; and unpredictable work hours as this position shares on-call responsibilities for emergencies which are fairly infrequent.

### PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50LBS</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Three Dimensional Vision			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>