

JOB DESCRIPTION: FACILITIES SERVICES TECHNICIAN III

DATE: 07/07/15

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	249
SUPERVISOR:	Facilities Services Manager	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AESCME Local 1442

GENERAL STATEMENT OF DUTIES: Perform a variety of facilities services and skilled work in the improvements, repairs and maintenance of buildings, grounds and equipment. In addition to the training, certification and expertise in electrical, refrigeration and HVAC maintenance required in Facilities Services Technician II, the Facilities Services Technician III must obtain all training and security clearance measures that are required to gain access and conduct maintenance operations in all Columbia County facilities and departments, including the Jail and Justice Facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform technical and non-technical tasks to maintain mechanical, electrical and plumbing systems. Tasks will include changing filters, lubricating moving parts, monitoring machine condition and performing repairs to fans, pumps, switches and other components as needed.

Monitor and perform system program and operation functions to HVAC systems using computer controlled environmental systems.

Oversee the work of individuals performing unskilled and semi-skilled maintenance tasks such as cleaning, painting, grounds maintenance and other tasks. Oversight will include limited supervision of temporary employees, inmate labor and community service workers.

Maintain maintenance records for work performed on a specified schedule as required. Assist in ongoing developments and improvements to the facilities work management system(s).

Provide assistance during facility projects to include soliciting of bids, monitoring the work of contractors and keeping records of expenses and contracts as assigned.

Provide assistance in the development and documentation of Facilities Services SOPs (standard operating procedures). Play a key role in an ongoing Facilities Services SOP cross-training program for all County facilities.

Maintain vehicles and keep records of vehicle maintenance activities, as required.

Perform maintenance and repairs to small tools and equipment, both electric and gas powered.

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Perform carpentry, drywall, and painting work in small remodel projects and as needed to maintain and improve County buildings and grounds.

Perform landscape maintenance tasks to include sprinkler system repairs, pruning shrubs and trees, and lawn care.

Perform moving and relocation of furniture and equipment as directed.

Monitor janitorial contract services, report deficiencies and recommend areas for improvement. Monitor inventory and stock supplies including; restroom and janitorial supplies, paper goods and facilities equipment wear parts as needed.

Recommend and implement policies, procedures and work standards and practices for more efficient departmental operation. Assist in the ongoing improvement and development of the County's Operations and Maintenance Program for managing hazardous materials in the workplace.

Safely perform small scale lead based paint and asbestos abatement procedures as needed during general maintenance and building improvement procedures.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Maintain County facilities and equipment in a clean, safe and working order. Observe, report and correct any safety or building code violations.

SUPERVISORY RESPONSIBILITIES: Limited supervision of temporary custodial staff, inmate workers and/or community service workers.

SUPERVISION RECEIVED: Work under the direction of the Facilities Services Manager who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent plus additional specialized training with preference for an Associate's Degree in Facilities Maintenance Technology or similar program and/or experience adequate to insure level of knowledge in construction and general building systems including; HVAC, plumbing and electrical maintenance. At least five years experience in performing a range of facilities services, general maintenance procedures and technical, and non-technical, tasks required to complete facilities

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improvement projects and repairs in old buildings in disrepair to modern computer controlled facilities. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess valid driver's license and be insurable under the County's liability policy. Must possess at least **four** of the following certificates and effectively utilize the skills and knowledge gained from obtaining them within the first 12 months of working in this position: Class III Asbestos Operations and Maintenance Training Certificate, 8 hour RRP (Renovate, Repair and Painting) Lead Based Paint Training Certificate, Aerial and Forklift Training, EPA Refrigerant Certification and/or State of Oregon Electrician - Limited Building Maintenance License.

SPECIAL NECESSARY QUALIFICATIONS: Must be free of criminal convictions and/or arrest history which would affect the ability to supervise inmate workers and community service workers and/or affect the ability to have open access to various law enforcement departments through the County facilities. Must possess the experience, skills and security clearance(s) necessary to effectively perform facilities services, maintenance and other related tasks at **ALL** County owned facilities. Must pass any pre-employment drug and alcohol screen and any pre-employment physical examination required by the County.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of heating, ventilating, and air conditioning systems and skill in performing preventative maintenance tasks, diagnostic and minor repairs to equipment. Knowledge of plumbing systems and skill in performing repairs to plumbing equipment and fixtures. Knowledge of electrical systems and skill in performing repairs to electrical equipment such as replacing switches, ballasts, and breaker switches. Knowledge of basic vehicle repair and maintenance standards and procedures. Knowledge of proper safety methods used in the maintenance mechanical and building systems. Extensive knowledge and skill in performing all building trades, such as plumbing, mechanical, electrical and carpentry. Knowledge of, and ability to assist in installations, maintain, troubleshoot and repair security systems and components including cameras, recording devices, key card entry systems and pneumatic door locking mechanisms.

Familiarity with the use and operation of personal computers and business software, such as word processing and spreadsheets and facilities work management system.

Ability to read and understand blueprints and/or schematics related to maintenance and facility/equipment requirements. Ability to operate a variety of hand and power equipment in an effective and safe manner. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing. Ability to follow and to motivate others to follow standard purchasing procedures and practices. Ability to

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maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee is frequently required to climb or balance. The employee must regularly lift and move objects up to 100 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in inside and outside environment and encounters a variety of job conditions, including adverse weather and occasional hazardous situations and conditions. Position requires a moderate amount of driving. Occasional response to evening or weekend facilities emergencies is required.