

City of Oregon City

Position Description

Position: Facility Maintenance Specialist	AFSCME Union
Department/Site: Swimming Pool/City Facilities	FLSA: Non-Exempt
Evaluated by: Assistant Parks & Recreation Director or Aquatics/Recreation Manager	Salary Grade: 29

Summary

Performs a variety of duties in connection with the maintenance, repair, and servicing City facilities. An incumbent may be assigned to provide routine and preventative maintenance on the pool facility and equipment.

Essential Duties and Responsibilities

- Maintains and repairs City facilities, equipment, and buildings by performing a wide variety of carpentry, electrical, painting, plumbing, heating and air conditioning, and mechanical repair work.
- Contributes to a positive work environment.
- Maintains a positive relationship with contacts and customers within and outside the City organization.
- Coordinates employee requests for services to maintain the best possible working conditions.
- Performs routine and non-routine building repairs and improvements such as painting, building shelves, patching walls, installing equipment, repairing lights, toilets, etc. Includes the purchasing of new equipment. May commit City resources within approved budget for up to \$5,000.00. Must have ability to determine when to call-in specialized help as needed.
- Performs facility repairs such as, but not limited to roof leak repairs, cleaning of roof drains, HVAC maintenance and servicing of air circulation fans and filters. Arranges for repairs requiring special skills, equipment, or licensing.
- Recruit and coordinate contractors for citywide building, equipment, elevators, plumbing, electrical and HVAC systems and other maintenance.
- May attend safety meetings and addresses safety concerns raised by the committee.
- As needed, may be assigned special projects to enhance or maintain the City's facilities.
- Purchases supplies, equipment and materials for assigned duties and special projects and maintain inventory of items. Records maintained include log of building maintenance activities, documentation for purchases, and tracking expenditures.
- Schedules and oversees the annual testing of building fire systems, building control systems, elevator operations, and boiler equipment fire extinguishers tests. Tests and services emergency exit lighting.

- Must identify needed facility repairs and improvements, which includes providing budget estimates and obtaining bid proposals from contractors. Oversees and inspect projects to completion. Evaluates results.
- Performs and/or assigns maintenance mechanical equipment related to established schedules.
- Reviews equipment specifications and sets preventative maintenance schedules.
- Assists with evaluation and selection of cleaning and sanitation equipment.
- Tests swimming pool water and boiler water for proper chemistry according to testing requirements. Add chemicals and adjust chlorine level to bring water to predetermined standards. Maintains up to date records of pool systems and maintains pool records as required for Health Department.
- Performs facility repairs as required to include building envelope and interior. Arranges for repairs requiring special skills, equipment, or licensing.
- Performs carpentry, painting, varnishing, urgent plumbing and other repairs to the building and fixtures, furniture and equipment.
- Maintains operation and repair of commercial kitchen equipment.
- Operation and maintenance of building access control and surveillance equipment.
- Maintain computer records of repair and maintenance work, recording dates, labor, costs, services, purchases and inventory of equipment, supplies and routine maintenance schedules.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a thorough knowledge of the theory, practices and principles associated with the facility maintenance. Must have an understanding of and/or the ability to acquire the principles and practices of swimming pool water chemistry and testing within six months of hire. Must adhere to and understand Federal, State and local laws, codes and regulations relating to public facilities and pool operations.

▪ Abilities

Must be able to perform all of the essential duties of the position. Must be able to perform duties with a focus on safety. Requires the ability to plan and prioritize work in order to meet demanding schedules for use of facilities. Must be able to keep complex technical reports and records to a standard acceptable to regulatory agencies. Requires general arm, leg, body coordination and dexterity necessary for execution of duties. Requires the ability to work in tight spaces such as crawl spaces or inside filters. Requires walking, standing, bending and stooping, lifting and pulling. Requires good visual acuity including depth perception. Requires the ability to work cooperatively with citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Able to operate a computer and use Word, Excel and e-mail.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 50 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear equipment sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in confined spaces.

- **Education and Experience**

The position requires a high school diploma and four years of experience in a construction, building, or mechanical trade.

- **Licenses and Certificates**

Requires a valid driver's license. Certified Pool Operator or Aquatic Facility Operator Certificate or ability to obtain certification within six months of employment. Respirator certification upon employment. Electrical Limited Maintenance (LME) a plus.

- **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, climbing ladders, and temperature and noise extremes. Maintains regular scheduled shift with occasional, irregular hours or weekend work for special projects. May infrequently be required to work overtime without notice.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Revised 7/2007, 04/2011, 7/2019
AFSCME Union Position