

FACILITIES MAINTENANCE SPECIALIST I

GENERAL STATEMENT OF DUTIES:

Performs semi-skilled and skilled tasks in the maintenance and operation of facilities and grounds, the city water distribution system, city streets, parks, and storm water collection facilities. Position priority will be facilities and maintenance; assistance with public works crew activities will also be a regular work activity. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

This employee is responsible for varied construction and maintenance tasks associated with the city's infrastructure and facilities. This employee will generally work independently but may also work as a member of a crew on street, water distribution, parks and storm water projects.

SUPERVISION RECEIVED:

Work is performed under the supervision of the Public Works Director or designee.

SUPERVISION EXERCISED:

None

ESSENTIAL JOB FUNCTIONS:

- Oversees repairs and performs routine maintenance of all City facilities, including park restrooms. Routine maintenance of city buildings includes repair of minor breakage, such as faucets or fixtures not requiring a plumbing license; minor painting and other maintenance needs. Serve as chief point of contact for contractors providing repair or maintenance of City building mechanical systems, including HVAC, lights, alarms, etc. Carry out regularly scheduled maintenance activities, such as cleaning of gutters, replacement of filters, replacement of lamps.
- Assists with public works crew activities, including maintenance and repair of street, storm water, and water distribution infrastructure.

KEY JOB-RELATED TASKS:

1. Monitor and update City facility maintenance schedule. Carry out regular maintenance activities. Order and schedule regular maintenance activities that are performed by City contractors.
2. Respond to calls regarding facility emergencies.
3. Arrange for repair and maintenance projects that are beyond the qualifications or scope of this position. Coordinate with City tenants when repairs are required to their leased spaces.
4. Perform minor plumbing and carpentry tasks.
5. Monitor performance and manage operations of City facility HVAC systems and other mechanical systems.
6. Fertilize, mow, trim, and edge lawns. Fertilize and prune trees, shrubs and other

- vegetation. Other landscaping tasks as assigned.
7. Maintenance and repair of irrigation systems.
 8. Painting of various City owned facilities and infrastructure.
 9. City facilities include City Hall, the Talent Community Center, Historic Town Hall, Police Department building, the Depot Building and other facilities that may be acquired and operated by the City.
 10. Operation of mowers, edger, blowers, compactors, pumps, air compressors, common power tools and other tools needed to complete tasks.
 11. Assistance with Public Works crew activities when directed, such as cleaning of storm water catch basins; filling of potholes and performing other street related maintenance; traffic control functions such as setting up signs and flagging traffic; repair of water system leaks, water service installation and placement of water meters; hand excavation of utility lines, laying pipe and backfilling trenches.
 12. Maintain Playground structures and equipment, such as benches, gates, fencing and all other park related infrastructure.
 13. Respond to emergencies as required or directed.
 14. Works safely, efficiently and completes projects in a timely manner.
 15. Perform general maintenance duties or other related work as required.

MINIMUM ABILITIES NECESSARY FOR THE POSITION:

- Work independently with a minimum of supervision
- Perform physical labor in sometimes adverse weather conditions
- Maintain effective working relationships with other employees, supervisors and the public
- Sufficiently perform the physical requirements of the classification
- Understand and carry out oral and written instructions.
- Perform all work in a safe manner

EDUCATIONAL REQUIREMENTS:

High school diploma or equivalent.

EXPERIENCE AND TRAINING:

Experience in buildings/grounds maintenance and construction required – two or more years desirable - or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of Oregon Class C Driver license
- Oregon issued flagger certification or ability to obtain within six months
- Criminal Justice Information System (CJIS) certification, or ability to obtain within six months

PRE-EMPLOYMENT REQUIREMENTS:

- Satisfactory completion of a drug screening test
- Satisfactory completion of a background check
- Satisfactory Driving Record
- Education and experience verification
- Demonstrated ability to perform essential functions

FLSA EXEPTION STATUS:

Non-exempt