



COLUMBIA COUNTY, OREGON
JOB TITLE: FACILITIES SERVICES TECHNICIAN I
DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	General Services	JOB CODE:	247
SUPERVISOR:	Director, General Services	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform a variety of facilities services and skilled work in the repair and maintenance of county buildings, grounds, and equipment.

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

Perform unskilled and semi-skilled maintenance tasks such as litter and illegal dump site cleanup, cleaning, painting, grounds maintenance, and other related tasks.

Maintain maintenance and service records for work performed on a specified schedule as required. Assist in ongoing development and improvements to the facilities work management system.

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

Observe established security provisions and protocols including additional protocols when performing duties in the secure areas of the Courthouse.

Perform duties required for the county's Dump Stoppers and Household Hazardous Waste programs as directed.

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

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 inventory and stock supplies including, restroom and janitorial supplies, paper goods, and facilities equipment wear parts as needed.

Monitor janitorial contract services, report deficiencies, and recommend areas for improvement.

Recommend and implement policies, procedures, and work standards and practices for a more efficient departmental operation.

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

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.



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SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the General Services Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Two years' experience in maintaining landscapes and/or grounds, building maintenance, and construction. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy. Must possess **two** of the following and effectively utilize the skills and knowledge gained from obtaining them within the first 12 months of hire: Class III Asbestos Operations and Maintenance Training Certificate, 8-hour RRP (Renovate, Repair and Painting), Lead Based Paint Training Certificate, and/or Aerial and Forklift Training.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of grounds, landscaping, and/or building maintenance. Knowledge of basic vehicle and tool repair and maintenance standards and procedures. Knowledge of proper safety methods used in grounds and landscape maintenance and building systems.

Skill in work order software programs and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Operate a variety of hand and power equipment in a safe and effective manner.
- Learn and perform non-technical tasks including the county's HVAC preventative maintenance program.
- Prioritize and accomplish quickly and efficiently a large number of diverse tasks.
- Follow standard purchasing procedures and practices.



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- Pull and back-up utility trailers, drive a standard shift vehicle and safely operate a motor vehicle in inclement weather conditions.
- Safely and effectively operate a forklift, boom and scissor lift and other similar equipment.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening. 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.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, frequently required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. Frequently required to climb or balance. 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 essential functions.

Work is performed both in inside and outside environments and encounters various 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.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***