



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

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	General Services	JOB CODE:	248
SUPERVISOR:	Director, General Services	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

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

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

Perform technical and non-technical tasks to maintain mechanical, electrical, and plumbing systems. Tasks to include changing filters, lubricating moving parts, monitoring machine conditions, 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.

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

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.

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

Assist in the ongoing improvement and development of the county's operations and maintenance program for managing hazardous materials in the workplace.

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

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

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 a more efficient departmental operation.



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When assigned, lead, prioritize, and participate in shoe work to the extent of coordinating, scheduling, assigning, and reviewing work of temporary or volunteer staff.

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.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training. May lead projects to the extent of organizing, training, assigning and reviewing work.

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 plus additional specialized training and/or experience in construction and general building systems, including HVAC, plumbing, and electrical maintenance. Three years' of experience in performing a range of facilities services, general maintenance procedures, and technical and non-technical tasks required to complete facilities improvement projects and repairs in old buildings in disrepair to modern computer controlled facilities. 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 **three** 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, Arial and Forklift Training, EPA Refrigerant Certification, and/or State of Oregon Electrician – Limited Building Maintenance License.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of heating, ventilating, and air conditioning systems. Knowledge of plumbing and electrical systems. 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 in all building trades, such as plumbing, mechanical, electrical, and carpentry.



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Skill in work order software programs, computer controlled environmental systems and Microsoft Office products. Skill in performing repairs to plumbing equipment and fixtures. Skill in performing repairs to electrical equipment such as replacing switches, ballasts, and breaker switches.

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.
- Prioritize and accomplish quickly and efficiently a large number of diverse tasks.
- Follow standard purchasing procedures and practices.
- 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.
- Read and understand blueprints and/or schematics related to maintenance and facility equipment requirements.

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.



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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.*