BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

AGENDA REQUEST FORM

DATE: 10/12/2026

REQUESTED MEETING DATE: 10/14/2026 LENGTH OF TIME: 5 minutes

DEPARTMENT DEADLINE: 10/21/2026

NAME: Chris Wheatley

DEPARTMENT: Transit

REVIEW FOR LEGAL SUFFICIENCY OBTAINED: [ ] YES [ ] NO [✔] NA

FINANCE REVIEW: [ ] YES [ ] NO [✔] NA

PROJECT REQUEST FORM SUBMITTED: [ ] YES [ ] NO [✔] NA

AGENDA REQUEST MADE TIMELY: [ ] YES [✔] NO (IF NO, DESCRIBE EMERGENCY, BELOW)

ITEM REQUEST WILL BE FOR (SELECT ALL THAT APPLY):

[ ] Information Only
[ ] Public Hearing
[✔] Discussion/Action
[ ] Report
[ ] Executive Session Under ORS 192.660(2)( )

Brief Description of Topic To Be Discussed:
I will be requesting approval to hire a new Utility Worker. This position cleans buses/facilities and will drive when needed.

Description of Attached Documents:
Utility Worker job description

Description of Why Agenda Request Made Late (if applicable):
Previous Utility Worker resigned without notice on 10/9/26

COLUMBIA COUNTY, OREGON
JOB TITLE: **UTILITY WORKER**
DATE: **DECEMBER 1, 2023**

EXEMPT (Y/N):	No	**CLASSIFICATION:**	CSC
DEPARTMENT:	Transit	**JOB CODE:**	P0038
SUPERVISOR:	Director, Transit	**SALARY RANGE:**	20
UNION (Y/N):	No	**LOCAL:**	N/A

GENERAL STATEMENT OF DUTIES: Provide routine and regular cleaning and light maintenance of assigned county buildings, vehicles and grounds.

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

Perform general janitorial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, mopping, waxing, stripping, and polishing floors and carpets, dusting and polishing furniture, woodwork, fixtures, and equipment, washing windows, mirrors, and walls and cleaning and sanitizing furniture, counter tops, and other high touch areas. Empty, clean, and sanitize waste and recycle bins.

Wash transit vehicle exteriors and clean and sanitize vehicle interiors.

Drive and park transit vehicles around confined parking and wash bay areas.

Receive work orders for janitorial requests from supervisor. Establish priorities and schedule work allowing for unscheduled projects which may occur.

Clean sidewalks and entrance ways into assigned building. Walk grounds to collect litter and debris.

Make minor non-technical repairs such as replacing light bulbs.

Report needed janitorial supplies to the supervisor. Stock and/or deliver supplies to appropriate stations.

Perform work activities with as little disruption to department operations as possible.

Work with Transit Dispatchers and Mechanic to prioritize the order of work to include vehicle washing and cleaning.

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

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. 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.

SUPERVISION RECEIVED: Work is performed under the general direction of the Transit 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. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Prior experience in janitorial work preferred. 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.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of standard cleaning methods and equipment used in custodial work. Knowledge of and skill in the use of safety equipment and practices related to the work, including the handling of hazardous chemicals. Knowledge of basic recordkeeping principles and procedures.

Skill in general business software and Microsoft Office products.

Ability to:

- 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.
- Learn and perform non-technical tasks.
- Operate a variety of equipment in and effective and safe manner.
- Prioritize and accomplish quickly and efficiently a large number of diverse tasks.

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

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, regularly required to use hands to finger, handle, or feel. Frequently required to stand and reach with hands and arms. Occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. Must regularly lift and/or move 20 pounds up to 50 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 environment and encounters a variety of job conditions, including adverse weather and occasional hazardous situations and conditions. While performing the duties of this job, frequently exposed to moving mechanical parts and vibration. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually loud.

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.