



CLASSIFICATION NO. 471

Established: 3/91

Revised: 7/94, 12/24

FLSA: Non-Exempt

EEO: 8

## **BUILDING MAINTENANCE SPECIALIST**

### **CLASS CHARACTERISTICS**

Under general supervision, to perform a variety of semi-skilled tasks in the repair, adjustment and maintenance of building systems, equipment and structures; to monitor and inspect the work of service contractors; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Building Maintenance series is used by County departments to provide maintenance, repair, and remodeling of County owned and leased building structures and related systems.

The Building Maintenance Specialist performs preventive maintenance, construction and minor repair of building structures including carpentry, plumbing, painting, masonry and concrete work, limited electrical, HVAC (heating, ventilating, air conditioning), building systems, office work areas, security and signage. Incumbents also provide facilities support services to County departments and review the work of service contractors.

The Building Maintenance Specialist differs from Building Maintenance Specialist, Senior which performs skilled trades work and leads assigned staff and contractors on maintenance, repair and remodeling projects. It also differs from the Building Maintenance Assistant which performs a variety of manual and semi-skilled maintenance and facilities support work.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Performs a variety of building maintenance and facilities support functions; performs limited electrical which includes replacing light bulbs, lamp ballasts, electric motors and performs small repairs on lighting systems; resets electric panel breakers; loads and unloads trucks; picks up, delivers and stores supplies and materials; cleans and assists in servicing vehicles and equipment.
2. Performs semi-skilled carpentry, plumbing, painting, masonry and concrete work; fabricates, repairs and installs shelves, doors, windows; replaces or repairs faucets, valves and unplugs drains; performs plumbing repairs on toilets, sinks, basins and showers; excavates and repairs underground building water supply and waste drain lines; patches, seals and maintains roofs; mixes, blends and matches paint materials; prepares and paints interior and exterior surfaces; repairs walls and stairwells; installs, adjusts and modifies office and work areas; maintains exterior walkways and parking areas.
3. Inspects buildings, structures, physical plant equipment systems and fixtures; identifies maintenance and repair requirements; documents condition and estimates project time and

materials; fills out service requests; maintains records of repairs performed and keeps inventory of tools and supplies.

4. Monitors the work of regularly scheduled janitorial and landscape maintenance contractors; inspects the work of technical and or licensed repair contractors performing HVAC, carpentry, security, plumbing, electrical and painting, masonry and concrete work.
5. Requisitions janitorial, landscape maintenance and repair supplies, materials and parts; maintains records of repair and maintenance activities, parts used, supplies needed and related inventory items.
6. Leads the work of community service workers, temporary employees, volunteers, and/or jail inmates; assists in guiding and reviewing work performed by Building Maintenance Assistants; trains individuals in the safe operation of tools and equipment.
7. HVAC assignment includes: performs regularly scheduled maintenance of HVAC, water boiler, and other mechanical systems; may assist in treating hot water boilers; blows down boilers, monitors chemical feeder equipment and programming building systems for special operation hours; calibrates and replaces controls, thermostats and batteries in digital controls; changes filters, belts, and cleans and lubricates parts
8. Security assignment includes: installs, maintains and repairs door locks and hardware, access control hardware, and fire and life system hardware; programs ID / Access Badge for use; create required hard keys and disposes of old keys; assists in programming of access control, intrusion, fire and life safety, panic alarms, video surveillance systems, and for after hour events; maintains proper records and logs.
9. Signage assignment includes: creates, installs, maintains and repairs all building signage for both interior and exterior; orders specialty signage, supplies and materials; maintains and assists in signage standards for County; works with DTD Sign Shop and other special vendors.

## **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: General methods, practices and techniques of carpentry, plumbing, painting, masonry, concrete, limited electrical, mechanical maintenance and security systems; materials, tools and equipment used in the maintenance and repair of commercial structures; preventive maintenance practices related to HVAC, hot water boiler and related physical plant systems; mechanical and structural schematics and blueprint terminology; routine practices and procedures of commercial janitorial and landscape maintenance contractors; building and landscape maintenance safety practices; security measures in a correctional institution; applicable building codes; applicable hazardous code regulations; basic math; record keeping techniques; public and customer service techniques; basic supervisory techniques; service contract and repair procedures and practices.

Skill to: Perform semi-skilled carpentry, plumbing, painting, masonry, concrete, limited electrical, mechanical repair and security systems; maintain and service HVAC and other physical plant systems and associated controls; read and understand mechanical and structural schematics and blueprints; monitor and coordinate work performed under commercial janitorial, HVAC and various other routine building maintenance contracts; complete and file repair orders; maintain accurate records; establish and maintain effective working relationships with County personnel,

assigned maintenance personnel, service contractors and the public; communicate effectively, both orally and in writing.

### **WORKING CONDITIONS**

Duties require frequent walking, climbing, bending, kneeling and the ability to lift and carry objects. Incumbents are exposed to a variety of environmental elements including wind, rain, snow, dust, fumes and other irritants.

Within Finance Department's Facilities Management Division, duties require squatting, kneeling, bending, twisting, balancing, climbing, fine motor control, and the ability to lift and carry up to 75 pounds, and push/pull 100 pounds. Duties involve frequent exposure to confined spaces, loud noises, slippery and/or uneven surfaces, working at heights, and adverse weather conditions.

Some positions are assigned to work in an adult custody setting involving frequent contact with inmates who may exhibit severe antisocial behavior.

Incumbents are required to perform after-hours emergency response on a call-out basis.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check; Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check.

Some positions require passing a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation request will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

CPR/First Aid/AED certification required within six (6) months of hire.

Positions within Finance must complete State of Oregon DEQ/OSHA approved Class III Asbestos Containing Material (ACM) Worker course/training certificate within six (6) months of hire.