



CLASSIFICATION NO. 504
Established: 10/19
FLSA: Non-Exempt
EEO: 3

FACILITIES MAINTENANCE LIMITED ENERGY TECHNICIAN

CLASS CHARACTERISTICS

Under general supervision, to perform a variety of skilled and semi-skilled tasks in the repair, adjustment and maintenance of building systems; to install, maintain, test and repair various electronic equipment including intrusion, panic and lockdown hardware, fire alarm systems and access controls; to lead and/or coordinate the work of facilities maintenance personnel, service contractors, other County employees, court assigned workers and/or corrections trustees on assigned projects; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Facilities Management Division is responsible for the maintenance, inspection, repair, remodeling, and the monitoring of service contractors for all required facilities services for all County-owned, leased, and assigned facilities.

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

The Facilities Maintenance Limited Energy Technician performs routine and complex maintenance and repair of intrusion, panic and lockdown, access controls, fire alarm systems, and other electronic equipment. Incumbents are expected to have experience, training, education and the requisite license(s) and certification(s) in trade specialty. Incumbents plan, perform and oversee assigned staff and service contractors, and provide advice to assist with security and life safety systems throughout the County.

The Facilities Maintenance Limited Energy Technician differs from the Facilities Maintenance Technician, Senior which performs skilled and semi-skilled building maintenance, repair and remodeling work and oversees the work of staff and contractors on assigned projects, but does not have the ability to perform highly technical repair work on security and fire life safety systems which requires licensure. It is also distinguished from Electrician, which is responsible for the installation, maintenance and repair of electrical projects for County owned/leased buildings and related electrical systems, but does not normally work on security and fire life safety systems. The Facilities Maintenance Limited Energy Technician also differs from the Facilities Maintenance Coordinator which plans, schedules and coordinates all facilities maintenance and repair activities for multiple buildings and/or structures and has full lead responsibility for an assigned group of regular facilities maintenance personnel.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs skilled work in the installation, maintenance, testing and repair of security and fire life safety systems, intrusion, panic alarms, access controls, fire alarm systems, and other electronic equipment.
2. Leads the work of assigned lower-level facilities maintenance staff, including regular and temporary employees, volunteers, community service workers and/or jail inmates for assigned projects; assigns, monitors, inspects and reviews work; trains individuals in the safe operation of tools and equipment; may schedule work.
3. Monitors the work of regularly scheduled service contractors for all fire and life safety, intrusion, access control, panic alarm, video surveillance systems, testing, and recordkeeping; inspects the work of technical and/or licensed contractors.
4. Responds to, prioritizes and addresses routine and emergency maintenance and repair service requests; serves as liaison with customers, contractors and suppliers; for facility(s), acts as central point of contact to receive and resolve complaints; for facility(s), plans, implements and participates in preventative maintenance programs; may coordinate with Technology Services on work or responding to requests.
5. Performs inspections; identifies maintenance and repair requirements; documents conditions and estimates project time and materials; fills out service requests; maintains records of repairs performed and keeps inventory of tools and supplies.
6. Analyzes intrusion detection and surveillance systems, identifies and corrects faults in installation.
7. Designs, layouts, and performs programming and integration of multiple systems, such as security and access control systems, environmental systems, and other; communicates and coordinates with alarm monitoring contractors.
8. Assists Supervisor and Coordinator with fire, life and workplace safety drills; processes requests for video surveillance maintenance, cleaning, repositioning, monitoring and recording findings.
9. Assists Supervisor and Coordinator in daily work and oversees Supervisor's duties when the Supervisor and Coordinator are absent; assists with budget preparation and administration; prepares cost analyses and makes recommendations on the purchase of machinery, equipment, parts, supplies and materials.
10. Procures and inventories supplies and materials using proper procurement policies and procedures.
11. Completes and files maintenance records for building systems and equipment; assists building inspectors, fire marshals and insurance agents during inspection visits; prepares related reports and correspondence.
12. Recognizes and assists with correcting safety and security issues in all County facilities.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, methods, practices and techniques related to skilled trade specialty; laws, rules and regulations governing skilled trade specialty; intrusion, access control, fire alarm systems and electronics theory and repair fundamentals, including power generation and electrical circuits; Federal Communications Commission rules and regulations applicable to government communications; modern equipment and technology of the intrusion detection, access and fire alarm system industry; standard practices, methods, tools and materials of the electrical trade; occupational hazards and safety precautions of the electrical trade; local electrical codes effective in the county.

Working knowledge of: General methods, practices and techniques of carpentry, security, plumbing, limited electrical and mechanical maintenance; materials, tools and equipment commonly used in the construction, remodeling, renovation, and maintenance of commercial structures; contracting procedures such as scope of work, bid selection, and contract creation; security measures in a correctional institution; applicable building codes; applicable hazardous code regulations; building maintenance safety practices; basic math; record keeping techniques; computer use in Microsoft Office Suite; public and customer service techniques; basic supervisory techniques.

Skill to: Perform skilled inspection, diagnostic, maintenance and repair work associated with skilled trade specialty; schedule, monitor and coordinate work of staff, assigned temporary and volunteer maintenance personnel, and service contractors; read, understand, install and construct equipment from schematics, blueprints and diagrams; monitor and coordinate work performed by various facility maintenance contractors; use tools and test equipment to repair, install and service various types of electronic equipment; 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 and be on the rotation for on-call during nights and weekends.

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:

The following licensure/certifications are required at the time of hire.

- Must possess a valid State of Oregon Class "A" Limited Energy Technician License (LE-A) to perform work as described in OAR 918-282-0345
OR
- Journeyman Electrician's license.

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.

All positions within the Facilities Management Division and the County's Criminal Justice agencies must pass a pre-employment drug test.

Employment is contingent upon post-offer physical assessment. Accommodation requests 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

Must possess or have the ability to obtain within six (6) months of hire:

- Forklift certification
- State of Oregon DEQ/OSHA approved Class III Asbestos Containing Material (ACM) Worker course/training certificate
- CPR/First Aid/AED certification
- Blood Borne Pathogen training