



CLASSIFICATION NO. 842

Established: 5/07

Revised: 9/13

FLSA: Non-exempt

EEO: 8

SERVICE MAINTENANCE WORKER

CLASS CHARACTERISTICS

Under supervision, to perform a variety of manual and semiskilled maintenance and janitorial tasks throughout an assigned area; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Service Maintenance Worker classification is utilized in several departments in the County. Positions are typically assigned to North Clackamas Aquatic Park or the County's Fleet Services and Facilities Management Divisions of the Finance Department. The primary functions are focused on maintenance and minor repairs related to either building facilities or vehicles.

The Service Maintenance Worker is responsible for performing minor building or vehicle maintenance and repairs as well as janitorial tasks to facilitate the efficient operations and upkeep of facilities or motor pool vehicles.

The Service Maintenance Worker differs from Building Maintenance Assistant which performs a variety of manual and semiskilled building and grounds maintenance tasks for a variety of County buildings and facilities. It also differs from the Automotive Service Technician, which services and maintains County owned vehicles and equipment, including automobiles, trucks, tractors and other road construction equipment.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs minor building or vehicle maintenance and repair tasks; (Building) Services light fixtures, patches and paints interior and exterior surfaces; washes windows; hoses down locker room surfaces; cleans and sanitizes locker room areas; removes garbage; (Vehicle) Conducts daily walk-around inspections of Motor Pool vehicles; checks lights and tires; fuels vehicles.
2. Performs building or vehicle janitorial and cleaning tasks; (Building) Scrubs, strips, and polishes floor surfaces; operates vacuums, pool vacuums, buffers, and other cleaning equipment as specified; (Vehicle) Washes, waxes, vacuums and details vehicles; checks and maintains fluid levels; removes snow and ice as necessary; maintains first aid kits, fire extinguishers, registration, and accident packets in vehicles; maintains storage of used parts and tires.
3. Performs a variety of building or vehicle maintenance support functions; (Building) Moves furniture and sets up rooms; assists with meeting room and birthday party cleanup; (Vehicle)

Transports vehicles to and from various locations as needed including checking in Motor Pool vehicles after rental; stages and delivers reserved Motor Pool vehicles.

4. Coordinates and monitors services and/or repairs; (Building) Requisitions and maintains an inventory of janitorial, landscape maintenance and repair supplies, materials and parts; maintains routine maintenance records;(Vehicle) Coordinates repairs of fleet vehicles.

Duties within Fleet Services may also include the following:

5. Assists in the processing of new and used vehicles into the County fleet as well as surplus vehicles for auction.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge of: Routine maintenance methods and practices; safety and accident prevention practices; customer and public service techniques; basic record keeping and reporting methods; safe practices and procedures of handling chemicals and equipment; (Building) Routine commercial janitorial maintenance methods and practices; (Vehicle) Laws and safety practices in the operation of vehicles; basic vehicle maintenance and repair, and cleaning methods and products; operation of fuel dispensing units.

Skill to: Communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, supervisors, and the public.

(Building) Operate carpet extractors, buffers, vacuums and other cleaning and polishing equipment; operate paint spraying and pressure washing equipment; stand for extended periods of time, and walk, stoop, sit, kneel, grasp, and bend; use wrists, hands and fingers in a repetitive motion; lift and carry up to 50 pounds; push, pull, lift and carry a variety of supplies and equipment;

(Vehicle) Operate various types of vehicles; identify potentially dangerous and damaging vehicle conditions; identify and report mechanical problems to mechanics.

WORKING CONDITIONS

Duties require frequent standing, walking, bending, grasping and the ability to lift objects. Incumbents are exposed to fumes, solvents, chemicals and noise.

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.

Within Finance Department's Fleet Management Division, duties require frequent walking, kneeling, bending, twisting, grasping, fine motor control, and the ability to lift up to 60 pounds, carry up to 40 pounds, and push/pull 80 pounds.

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: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Some positions require a pre-employment drug test.

Within Finance Department's Facilities Management Division and Fleet Management Division, employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/22