



CLASSIFICATION NO. 470

Established: 3/91

Revised: 7/94, 12/11

FLSA: Non-Exempt

EEO: 8

BUILDING MAINTENANCE SPECIALIST, SENIOR

CLASS CHARACTERISTICS

Under general supervision, to perform a variety of skilled and semi-skilled tasks in the repair, adjustment and maintenance of building systems, equipment and structures; to act as lead worker for a limited number of regular, temporary, volunteer maintenance staff; to monitor and inspect the work of a variety of service contractors on assigned projects; to plan, schedule and coordinate the maintenance, repair and remodeling of specific County-owned and leased building(s)/structure(s) and its' systems and equipment; 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, Senior classification includes positions that perform skilled trades work in one or more areas of specialty, such as carpentry, security, plumbing, limited electrical, mechanical, or heating, ventilating and air conditioning, and maintenance planning and coordination where duties are limited either by scope and/or dollar amount compared to those performed by the higher level classification of Building Maintenance Coordinator.

Positions are typically within the centralized Facilities Management Division, but may also be allocated and housed within a department. A position housed within a department acts independently in the maintenance coordination role and work. Maintenance coordination work, especially where a position is housed within a department, includes planning and monitoring facility operations, preventive maintenance and emergency and corrective repairs, and responsibility for maintenance/janitorial workers. Incumbents are expected to have experience, training or education and the requisite license(s), certification(s) or registration(s) in one or more trade specialties. Positions also plan, perform and oversee assigned staff and/or contractors that are performing preventive maintenance and emergency and corrective repair of building systems, equipment and structures outside of their area(s) of specialty.

The Building Maintenance Specialist, Senior (BMS, SR) differs from Building Maintenance Specialist which focuses on performing maintenance, repair and facilities support work, but is not required to have as extensive licensing, certification or registration in a skilled trade. It also differs from the Building Maintenance Coordinator which plans, schedules and coordinates all building maintenance and repair activities for multiple buildings and/or structures and has full lead responsibility for an assigned group of regular building maintenance personnel.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs skilled carpentry, security, plumbing, limited electrical, mechanical, or heating, ventilating and air conditioning work; inspects and diagnoses system and equipment operating problems; determines appropriate and cost-efficient method of maintenance or repair; designs, plans, arranges and obtains building permits for remodeling and repair projects; estimates costs and procures materials and supplies; fabricates and installs parts, machinery, equipment and fixtures.
2. Performs semi-skilled carpentry, plumbing and painting work; fabricates, repairs and installs shelves, doors, windows and locking hardware; replaces or repairs faucets and valves and unplugs drains; patches and seals roofs; mixes, blends and matches paint materials; paints interior and exterior surfaces.
3. Leads the work of a limited number of assigned lower level building maintenance staff, including regular, temporary, volunteer, community service workers and/or jail inmates; assigns, monitors, inspects and reviews work; may schedule work; trains individuals in the safe operation of tools and equipment.
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, plumbing, electrical, painting and other work as contracted.
5. Conducts inspections of buildings, structures, equipment systems and fixtures; identifies maintenance and repair requirements; documents condition and work needed; estimates project time and materials; assists building inspectors, fire marshals insurance agents, and others during inspection visits.
6. 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 preventive maintenance program.
7. Oversees capital improvement and remodeling projects; processes ideas; provides sketches or drawings; prepares estimates, specifications, cost analysis and timelines; receives and processes quotations, including interviewing contractors; ensures background checks are successfully completed; assists with specific contract language relating to contractor duties; completes and submits building permit applications.
8. Sets standards for inventory levels and ordering; procures all materials related to area of assignment or for facility(s) including: janitorial, landscape maintenance and repair supplies, materials and parts; completes and maintains service records, and records of repair and maintenance activities, parts used, supplies needed and related inventory items.
9. Coordinates various support services, routine or special events and meeting room arrangements for assigned building; participates as member of building safety committee; acts as central point of contact for facility regarding safety matters; maintains and updates facility MSDS sheets and emergency egress drawings; provides emergency response as necessary,
10. Assists in budget preparation and administration; prepares cost analyses and makes recommendations on the purchase of machinery, equipment, parts, supplies and materials;

monitors and controls expenditures; seeks solutions to budget limitations.

11. Skilled Carpentry assignment includes: Assists Construction Supervisor in daily work and oversees Supervisor's duties when absent; leads construction crew(s) in performance of assigned work, projects and maintenance; ensures safety of all construction personnel, tools and equipment and work sites; oversight, maintenance and cleanliness of carpentry shop area(s); responsible for completion of all assigned carpentry work which includes: manufacture and installation of cabinets; installation, replacement or repair of building siding; repair and replacement of doors, door frames and windows; flooring removal, asbestos abatement oversight, installation (carpet, vinyl, etc.); finishing work; installation and maintenance of building signage standards (interior and exterior); installation repair and maintenance of tile, stone and masonry products.
12. Security Specialty assignment includes: Assists Building Systems Coordinator or HVAC Senior in absence of Coordinator in daily work and oversees duties when both absent; coordinates project work requiring installation of building operating and management systems, alarm systems and keying with County Technology Services, Construction Supervisor and contractors; responsible for work which includes: installation, maintenance, repair, testing, and oversight of contractors for all fire and life safety, intrusion, access control, panic alarm, video surveillance systems and record keeping; programming of access control, buildings operating hours, and communication and coordination of alarm monitoring contractor(s); lead and coordinate all key, lock and door hardware procurement, production, installation, repair, maintenance, upgrades and record keeping.
13. HVAC Specialty assignment includes: Assists Building Systems Coordinator in daily work and oversees Coordinator's duties when absent; investigates indoor air quality (IAQ) complaints and issues; performs IAQ monitoring and system tests with specialized technical equipment/contractors; oversees hazardous materials (HAZMAT) program, including Asbestos Containing Material (ACM), lead, polychlorinated biphenyl (PCB), mildew and mold and all required record keeping; performs regularly scheduled maintenance and minor repairs of heating, ventilation and air conditioning (HVAC) and water boiler systems; treats hot water boilers; recharges refrigerant systems; calibrates and replaces controls and thermostats; changes filters and belts; cleans and lubricates parts.

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.

Working knowledge of: General methods, practices and techniques of carpentry, security, plumbing, limited electrical and mechanical maintenance; materials, tools and equipment used in the maintenance and repair of commercial structures; preventive maintenance practices related to HVAC (heating, ventilation and air conditioning), 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 skilled Inspection, diagnostic, maintenance and repair work associated with skilled trade specialty; perform semi-skilled carpentry, plumbing and mechanical repair; 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; schedule, monitor and coordinate work of assigned temporary and volunteer maintenance personnel, and contractors; 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 NCPRD Maintenance and 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 four (4) 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.

- Possess Limited Building Maintenance Electrician (LBME) license or equivalent, or ability to perform work under Supervising Electrician while in training toward licensure.
- For Some Positions: State of Oregon DEQ/OSHA approved Class III Asbestos Containing Material (ACM) Worker course/training certificate.
 - Certification as Asbestos Hazard Emergency Response Act (AHERA) Building Inspector for Asbestos is preferred.
- Skilled trades positions require requisite license, certification or registration in area of specialty:
 - Carpentry: Journeyman cabinetmaker, finish carpenter or rough carpenter card.

- Electrical: Limited Building Maintenance Electrician's (LBME) license issued by the State of Oregon.
- Structural: Licensed by the State of Oregon as a Building Service Mechanic or General Contractor.
- HVAC: State of Oregon as a Boiler Class I license, EPA Universal HVAC Technician Certification EPA Clean Air Section 608, EPA HFC 410A Handling.

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.

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.

Edited: 12/25