

# LINN COUNTY CLASSIFICATION

**TITLE: GENERAL SERVICES FACILITIES COORDINATOR**

**NUMBER: 811**

**APPROVAL ORDER NUMBER: 2022-297**

**PAY RANGE: 14**

**DATE: AUGUST 9, 2022**

**CATEGORY: SEIU**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Schedules, monitors and performs facilities maintenance, repair and remodeling services; performs skilled maintenance and repair work on facility systems; performs skilled carpentry work including construction of partitions, bookcases, cabinets and counters; coordinates and monitors facility contracts.

SUPERVISION RECEIVED: Works under the direct supervision of the Director who assigns duties, monitors activities, establishes priorities and evaluates performance for conformance to policy and effectiveness.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of a person in this position. A person in this classification may assist in the job orientation of new personnel and act as a Leadworker over specific projects including directing the activities of part-time employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Consult with supervisor regarding prioritization and scheduling of repairs, maintenance and improvements to facility systems, plaster and wall coverings, furniture, woodwork, tile floors and miscellaneous repairs to building structures.
2. Perform carpentry work including construction of work stations, partitions, cabinets, shelves, desks and bulletin boards.
3. Perform electrical maintenance on facilities and buildings including, but not limited to, electrical circuits, receptacles, fixtures and motors.
4. Repair plumbing on facilities and buildings including, but not limited to, leaking valves, faucets, restroom fixtures and other water systems.
5. Prepare and paint interior and exterior finishes and fixtures using brush, roller and spray methods.
6. Monitor and perform preventative maintenance checks and services on boilers, water heaters, HVAC systems and other mechanical systems. Make corrections or repairs as needed for proper operation.
7. Coordinate contract construction and repair work on facilities and systems. Develop scope of work, obtain quotes, monitor contractor progress and consult with contractors as needed to accomplish work.

8. Respond to emergencies during and after normal work hours.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: The classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the maintenance and repair of electrical, plumbing and HVAC systems. Considerable knowledge of tools and equipment necessary to make repairs. Knowledge of carpentry methods and practices. Knowledge of safety practices and procedures.

Skill in the use and care of equipment and tools. Skill in communicating effectively in both oral and written form, keeping accurate records, preparing minor technical reports making arithmetic computations. Skill in the use of a personal computer to send and receive email; research items using the internet and prepare basic spreadsheets and documents.

Ability to assess problems with electrical, plumbing and HVAC systems. Ability to make necessary corrections to resolve problems. Ability to work independently with minimal supervision. Ability to provide limited supervision to other staff. Ability to meet and deal courteously and effectively with other employees, contractors and the public. Ability to estimate time and materials for a given project.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and four years of progressively responsible experience in building maintenance with experience in electrical, plumbing and HVAC maintenance and repair or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record. Certification required in one of the following building trades: electrical, plumbing, refrigeration, backflow device testing, building operator or any other certification issued by the appropriate State regulatory agency as required by Linn County.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside and is physically demanding. Requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.