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| **Facilities Maintenance Worker** |
| EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position Title: Facilities Maintenance Worker |
| Classification/Salary Range: Facilities Maintenance Worker / EA Range 14 |
| Division/Unit: Administrative Services / Support |
| Supervisor: Unit Manager |
| FLSA Status: Non-Exempt, Overtime Eligible |
| Representation: EA |
| Position Location: Schaefers Building (1015 Willamette, Eugene, OR), Park Place Building (859 Willamette Street), Eugene, OR), or other locations as needed |
| **Position Purpose** |
| Position Purpose: Performs maintenance duties.  **Note:** Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee. |
| **Position Essential Functions** |
| Ability to pass a Criminal Background check is required.  ESSENTIAL FUNCTIONS / DUTIES AND RESPONSIBILITIES:  Trouble-shoots minor maintenance problems involving electrical, structural, plumbing, furniture, fixtures, and equipment repair and replacement, not requiring plumbing or electrical licenses.  Performs preventive building maintenance duties, such as for building structures, equipment, and systems.  Performs routine plumbing repairs such as unstopping toilets, sinks, drains, or urinals, and fixing water leaks, leaking faucets, and water fountains.  Performs routine electrical repairs such as changing light bulbs or fluorescent lamps.  Purchases supplies, equipment, and materials necessary to complete projects, when approved in advance.  Assembles and moves furniture, hangs pictures and bulletin boards, and moves and sets up tables and chairs.  Repairs and replaces doorknobs and locks, repairs door closures, and patches holes in walls.  Paints interior walls.  Responds to incoming service requests via email, phone call, or in-person communication.  Reports major structural or equipment damages.  Other duties as assigned.  PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:  Work involves moderate to heavy work. There is frequent need to stand, stoop, walk, lift heavy objects (up to 50 pounds), climb, and perform other similar actions during the course of the workday. |
| **Other Duties of Position** |
| Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.  Regular and on-time attendance.  Other duties as assigned. |
| **Minimum Qualifications** |
| High school diploma or GED and one year of building maintenance experience, or any combination of education, training, and experience that meets the requirements and essential functions of the position.  Valid Oregon State driver's license. |
| **Knowledge, Skills & Abilities** |
| Knowledge of trades related to building maintenance and repair.  Knowledge of a variety of building maintenance procedures and techniques.  Knowledge of machinery, equipment, and tools necessary for the maintenance and repair of public buildings.  Knowledge of occupational hazards and safety precautions.  Skill in reading and following assembly instructions.  Skills in following safety practices and following hazards.  Skill in using hand and power tools.  Ability to establish and maintain effective working relationships with LCOG staff and the public.  Ability to communicate effectively, both orally and in writing. |
| **Signatures** |
| Employee signature and date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manager signature and date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Human Resources signature and date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |