



POSITION DESCRIPTION

Administrative Services Facilities Maintenance Lead Facilities Maintenance Lead

EMPLOYEE NAME: _____

Position Title: Facilities Maintenance Lead

Classification/Salary Range: Facilities Maintenance Lead / EA Range 20

Division/Unit: Administrative Services

Supervisor: S&DS Division Director

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: Supports a range of administrative and operational tasks associated with the facilities maintenance function, safety and security operations, and supply fulfillment. Acts as a contact regarding all facility related activity at all LCOG buildings and assists with maintenance, office set-up and moves. Trains other Facilities staff in Facilities Maintenance issues.

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 to ensure safety.

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.

Purchase 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.

Record keeping for issues and inventory. Updating floor plans. Creation of protocols.

Recycling to include confidential shredding, compost, electronics, and returnable.

Schedule, communicate, coordinate, and complete moves.

Contact, schedule, and coordinate with vendors and/or property management, as needed.

Agency vehicle upkeep including starting regularly, washing, and fueling.

Storage organization and maintenance.

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.

Participate in meetings, committees, and staff training opportunities.

Prepares records and reports when necessary to meet requirements.

Observe all policies and procedures related to the code of ethics. Always maintain confidentiality and information security.

Works to participate in the learning environment within the division.

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.

Passing a background check is required for this position.

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, safety precautions, and ADA guidelines.

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 _____