



# JOB DESCRIPTION

<b>Title</b>	<b>Maintenance Assistant II</b>	<b>Created</b>	July 2005
<b>Department</b>	Public Works	<b>Revised</b>	
<b>Job Class</b>	A 13 4	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

Participate in maintenance/repair and custodial activities to ensure delivery of necessary services for county buildings, grounds and county parks. This includes a 24-hour secure county correctional facility.

## **Essential Functions**

- Build and repair furniture, cabinets, shelves, doors, fences, roofs and other related carpentry projects. Select and obtain appropriate materials in accordance with established procedures.
- Perform plumbing operations necessary to install/remove and repair toilets, sinks, sump pumps, replace pipes, etc. using appropriate tools.
- Perform general maintenance tasks as necessary to maintain buildings, e.g. painting, cleaning, replacing windows and locks, etc. Mowing, weed-eating and pressure washing grounds.
- Maintain HVAC heating and cooling controls, including low-pressure steam systems, gas furnace and electrical heating systems. Perform related duties to prepare and maintain buildings for daily use.
- Repair buildings, heating, water, and lighting systems, fixtures and related areas to prevent problems. Perform preventive maintenance tasks as scheduled.
- Follow all safety rules and procedures established for work areas. Work with and occasionally supervise Adult and Juvenile Work Crews.

## **Auxiliary Functions:**

- Maintain work areas in a clean and orderly manner.
- Custodial Activities.

## **Mandatory Qualifications**

Thorough knowledge of systems, facilities, equipment, materials, methods of construction and maintenance of facilities and grounds. Knowledge of basic principles of plumbing, electricity, carpentry and custodial procedures and related regulations affecting functional areas. Possession of valid Oregon drivers' license. Equivalent to two or three years' practical trades training. Over five years' experience, or any satisfactory combination of experience and training.



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## ***Desired Qualifications***

N/A

## ***Physical Demands***

Physical demands on position require moving materials weighing up to 50 pounds on an infrequent but recurring basis, working in awkward positions, ascending ladders, bending, stooping, etc.

## ***Working Conditions***

Somewhat undesirable conditions. Exposure to noise, dust, fumes, etc. while performing various work assignments, but not on a continuous basis to the extent of being disagreeable. May be required to respond to emergency situations on short notice after normal business hours or on weekends.

## ***Supervisory Responsibility***

Supervisory duties are not typically a function of this position. However from time to time, duties may include helping to oversee county's inmate work crew.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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