

**ORGANIZATION:** City of Newport  
**DEPARTMENT:** Facilities and Park Maintenance

**LOCATION:** Newport, Oregon  
**DATE:** November 2012

**JOB TITLE:** Facilities Maintenance Worker (I, II, III, Senior)

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**PURPOSE OF POSITION:**

Under the supervision of the Director of Public Works, the Facilities Maintenance Worker generally performs and oversees maintenance and repairs of City buildings and facilities.

**JOB CLASSIFICATION RANGES:**

Facilities Maintenance Worker I – Range 5  
Facilities Maintenance Worker II – Range 7  
Facilities Maintenance Worker III – Range 8  
Senior Facilities Maintenance Worker – Range 9

This position is non-exempt.

**ESSENTIAL JOB DUTIES:**

**Facilities Maintenance Worker I & II**

- Conduct routine maintenance and repairs on City facilities.
- Perform HVAC, carpentry, plumbing, and electrical work within limits of licensing and certification requirements as directed.
- Repair doors and locks.
- Paint Buildings, both interior and exterior.
- Replace ballasts, switches, light bulbs, and outlets as needed.
- Diagnose HVAC problems and arrange for repairs.
- Remodel and renovate offices and floor space.
- Construct various items to suit special needs of different City departments.
- Order parts and purchase materials necessary for tasked projects.
- Performs moving and relocation of personnel and equipment as directed.
- Maintains city facilities in a clean, safe working order.
- Observes and reports any knowledge of safety or building code violations to the facility client, supervisor, or other designee.
- Performs preventative maintenance on equipment, maintain records and work orders relating to this maintenance.
- Performs emergency repairs and keeps facility client informed of emergency conditions and situations.
- Check City of Newport e-mail account daily for notifications and information.
- Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.
- Assist other City departments as needed
- Other duties as assigned

**Facilities Maintenance Worker III**

- All duties of a Facilities Maintenance Worker I and II above.
- Services and maintains HVAC systems, including total building, partial zone and small remote systems including 100% air exchange and heat pump A/C systems.
- Provide information for, and work closely with, contractors who work on facilities, including painters, HVAC technicians, elevator technicians, electricians, roofing contractors, and other contractors.
- Evaluate properties for vandalism and repair if necessary.
- Perform maintenance of City pool, including work with the filtration, water pump, and pneumatic systems.
- Evaluate work to be performed and impact on public and private property.
- Notify affected facility clients and coordinate work with facility operations
- Call for and maintain utility locates if excavation is going to be performed.
- Deal with public complaints and by questions by phone and in person.

**Senior Facilities Maintenance Worker**

- All duties of a Facilities Maintenance Worker I, II, and III above.
- Routinely monitors the conditions of all facilities, systems, equipment, grounds, etc. for conformance to departmental standards and schedules maintenance and repairs as needed.
- Oversees the department's computerized maintenance management program. Establishes and monitors preventative maintenance schedules, manages equipment and material inventory controls, prioritizes work requests as needed.
- Acts as Project Manager for contracted facilities work.
- Oversees the construction/maintenance work performed at the job site
- Monitors staff and contract work for compliance with departmental safety policies and federal, state and local codes, laws and regulations.
- Purchases and maintains adequate materials, supplies and repair parts inventory for ongoing facility operations as needed. Specifies and obtains quotes and bids for materials, supplies, equipment and services. Verifies receipt and makes payments. .
- Evaluates current and anticipated needs and expenditures for the maintenance, operation and replacement of equipment and facilities. Assists the Public Works Director or designee in budget planning for facilities, equipment, materials and grounds.
- Provides daily work direction and training to personnel in subordinate classifications

**JOB QUALIFICATION REQUIREMENTS:**

***SPECIAL REQUIREMENTS/ LICENSES:***

- Possession of a valid Oregon driver's license.
- Limited electrician license within 2 years of hire.
- Forklift certification within six months of hire.
- First Aid/CPR within six months of hire.
- Other certifications as required by position classification.

***KNOWLEDGE:***

- Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to equipment operation, heavy labor, and the use of hand and power tools and equipment.
- Familiarity with OSHA and OROSHA rules and regulations as they apply to maintenance and construction work.
- Familiarity with the operations, materials, methods, techniques, and the Federal and State guidelines used in maintenance projects.
- Knowledge of HVAC, carpentry, plumbing, and electrical systems.
- Knowledge of paints and surface coatings.

***SKILLS:***

- Skill in the use of maintenance tools and equipment.

***ABILITIES:***

- Ability to schedule work, deal with contractors, plan and design projects.
- Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public.
- Ability to write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches;
- Ability to work independently and from set priorities.
- Ability to safely operate a variety of forklifts, scissor lifts, boom trucks, hand and power tools necessary for building, mechanical and grounds maintenance and repairs.
- Ability to communicate effectively, both orally and in writing, with individual and groups.
- Physical ability to perform the essential job functions.

**MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:**

**Facilities Maintenance Worker I**

- High School Diploma or GED
- Minimum 1 year experience in related field

**Facilities Maintenance Worker II**

- High School Diploma or GED
- Minimum 2 years experience as a Facilities Maintenance Worker I or related field (3 years total experience)
- 3 CEU or equivalent classroom hours in HVAC, carpentry, plumbing, electrical work, facilities maintenance or related subjects within the last 5 years
- Demonstrated knowledge of personal protective equipment (PPE) application, use, and care

**Facilities Maintenance Worker III**

- Educational and Experience requirements of Facilities Maintenance Worker II position and the following:
- 4 years experience as a Facilities Maintenance Worker II (7 years total experience)
- Credit for up to 2 years of experience for equivalent time of education at college, trade or technical school in related subject.
- +4 CEU or equivalent classroom hours in HVAC, carpentry, plumbing, electrical work, facilities maintenance or related subjects within the last 5 years
- Knowledge of HVAC diagnosis and repair

**Senior Facilities Maintenance Worker**

- Educational and Experience requirements of Facilities Maintenance Worker III position and the following:
- 7 years experience as a Facilities Maintenance Worker II or III (10 years total experience)
- Credit for up to 2 years of experience for equivalent time of education at college, trade or technical school in related subject.
- Demonstrated proficiency in management of division personnel and equipment
- Demonstrated proficiency in budgeting and purchasing
- Knowledge of public contracting and purchasing laws; state and federal laws regarding employee rights; standard personnel rules, regulations and policies.
- Working knowledge of heat plant and various HVAC systems operation and maintenance.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to thirty (30) pounds and occasionally lift or move materials up to one-hundred (100) pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 90% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

**WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily indoors where most of work period occurs under shop and building maintenance conditions. Work may involve exposure to dust, loud noise, fumes, and sawdust. Employees in this position are exposed to the risk of physical harm from hazards found in the maintenance environment. Safety equipment worn includes safety glasses, hearing protection, gloves and respirators.

**SIGNATURES:**

*This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

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Incumbent Name

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Incumbent Signature

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Date

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Supervisor Name

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Supervisor Signature

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Date