

COOS COUNTY JOB ANNOUNCEMENT

BUILDING MAINTENANCE WORKER

\$3,550- \$4,153 per month

An Offer of Employment made to the successful applicant for this position will be Conditional upon a DMV Driving History Report being conducted.

DEPARTMENT: COOS COUNTY MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Job Application **REQUIRED.**

Apply to: Coos County Human Resources Department
225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Coos County is an Equal Opportunity Employer****

Posted:	Coquille Courthouse	Coos Health & Wellness Building
	Email all County Employees	Indeed
	Worksource Oregon	

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, 225 N. Adams St, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Revision Date: July 7, 2020

1.	Current Classification Title: Building Maintenance Worker		
2.	Working Title: Building Maintenance Worker		
3.	Department: Maintenance –Paygrade 413		
3.	Position Is:	Full Time ☒ Part Time ☐ Extra Help ☐	
		Seasonal ☐ Other _____	
	Excluded from Bargaining Unit?	Yes ☐ No ☒ AFSCME _____	
	Eligible for Overtime?	Yes ☒ No ☐	
5.	What is the purpose of this position? This classification performs a variety of specialized tasks involving labor in the maintenance, upkeep, and care of various County buildings across multiple towns.		
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. ▪ Performs routine maintenance on heating boiler, minor plumbing, minor electrical and mechanical needs to keep all county buildings in good working condition. ▪ Performs varied duties including carpentry, painting, operates power equipment and uses related equipment as required. ▪ Performs varied custodial duties including sweeping, mopping, scrubbing, waxing and polishing floors; washing walls and windows and performing related work as may be required. ▪ Application of herbicides and chemical cleaning. ▪ Operates county vehicles, power landscaping tools, chainsaw, and other power tools as needed. ▪ Follows both verbal and written instructions ▪ Environmental Health and Safety ▪ Prepare and revise Job Hazard Assessments ▪ Ensure Safety Data Sheets are readily available for all chemicals ▪ Comply with all County safety policies ▪ Other safety related functions		
7.	Supervision. This position is supervised by the Coos County Maintenance Director. This position does not supervise other employees. May on occasion lead contract work crews on various jobs		
8.	Working conditions of position. Work is performed at both the office and in the field, and in all types of weather. Work will		

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require bending, twisting, pushing, pulling, lifting and carrying up to 80 pounds, climbing multiple flights of stairs daily, operating equipment with common exposure to chemicals, may be required to clean potentially infectious bodily fluids following appropriate training, stooping and walking over rough, sometimes uneven terrain. Work is performed in an environment which involves everyday risks or discomforts and sometimes adverse weather conditions. Driving is required. Regular and consistent attendance is required.	
9.	List required special skills, licenses, certificates, etc. ▪ Two years of building maintenance preferred. ▪ A valid Oregon Driver's License is required. ▪ Graduation from a senior High School or any equivalent combination of experience and training. ▪ Use and maintenance of equipment and tools. ▪ Safety practices and precautions in performing responsibilities. ▪ Knowledge of safe work practices and proper use of PPE (Personal Protective Equipment)
10.	Is operation of motor vehicle required? Yes ☒ No ☐
11.	List equipment, tools, machines used in performance of duties. ▪ Considerable knowledge of heating boilers, ability to work with maintenance tools and perform carpentry work. ▪ Knowledge of cleaning materials, methods and procedures. ▪ Knowledge of care and maintenance of cleaning equipment. ▪ Ability to understand and follow oral and written instruction. ▪ Ability to use fine hand tools. ▪ Ability to use lawn equipment. ▪ Valid Oregon Driver's license and safe driving record. ▪ Relevant education and experience in the use of necessary software (Microsoft Office: Excel, Word, E-mail, and Calendar.