

Facilities Maintenance Series

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class provide a wide range of maintenance, repair and preventive maintenance activities on facility operating systems, structures, controls, and related equipment.

Facilities Worker -

30003377

Distinguishing Characteristics

This position performs multiple tasks requiring knowledge and training in support of the repair, cleaning, operation, and maintenance of City buildings and infrastructure. The Facilities Worker operates a variety of hand and power tools in the performance of their assigned tasks. Work is performed independently or in conjunction with co-workers and will take direction from Facilities Maintenance Technicians and other classifications under the supervision of a supervisor.

Typical Duties/Examples of Work

1. Responds to customer requests to perform basic building maintenance tasks including: replacing lightbulbs; moving and adjusting office equipment, furniture, and machinery; setting up and operating Audio-Visual equipment; unclogging toilets, sinks, and drains; repairing fences and gates; patching and painting walls and ceilings; repairing and replacing flooring; adjusting and repairing of doors, locks, and windows; and changing water filters.
2. Works with hand or motorized tools at assigned facilities or sites; loads, transports, and unloads equipment, materials, parts, and supplies; stocks, sorts, inventories, and stores parts and supplies.
3. Performs routine HVAC maintenance, including: replacing filters, replacing belts, removing debris, cleaning units, wiping down dampers, and replacing insulation.
4. Performs a variety of site maintenance tasks, including: pressure washing; removing debris; cleaning catch basins; landscaping; parking lot striping; repair of irrigation and sprinkler systems; and snow and ice removal.
5. Assist with building inspections to assure efficient equipment operations.

6. Escorts individuals as assigned at secure access buildings.

Required Knowledge, Skills and Abilities

Knowledge of: the safe and effective use of hand and power tools, including drills, air compressors and tools, pressure washers, snow removal machines, and other machinery; minor servicing, adjustments, and repairs of assigned equipment; city infrastructure and related utilities; emergency response techniques

Ability to: safely and effectively use tools and equipment of the trade; recognize choices and apply effective solutions; learn specialized equipment and technologies, materials, and procedures; troubleshoot tools and equipment; problem solve and make independent decisions; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public; work with a team or independently; perform measurements and arithmetic computations including multiplication, division, fractions, decimals, and conversions.

Skill in: following oral and written instructions; recording and completing simple reports; safe operation of vehicles; basic carpentry; reading simple construction plans; using and caring for the tools, equipment, and materials of the construction and maintenance trades.

Special Requirements

Valid state driver's license.

Classification History:

Adopted: 09-18-2019

Facilities Maintenance Technician Apprentice - 30000070

Distinguishing Characteristics

This apprentice level of this class typically assists with and learns to perform the full range of the facilities maintenance work, under the instruction of a journey Facility Maintenance Technician and as an active participant in the Apprenticeship Program. The apprenticeship program is a four-year program that develops the apprentice's knowledge and skills in multiple crafts and trades including electrical, plumbing, mechanical, carpentry, and related facilities trades.

Typical Duties/Examples of Work

1. Assists with and learns to perform preventive maintenance to plumbing, electrical, mechanical systems and related system components

2. Assists with and learns to repair plumbing, electrical, mechanical and related systems.
3. Assists with and learns the maintenance of induction, air handling, and refrigeration units, including servicing, cleaning, and inspecting all related equipment.
4. Assists with and learns to estimate and evaluate project costs; to identify repair and maintenance projects requiring the assistance of contractors or vendors; to solicit cost estimates and evaluate cost for projects; to manage contractor and vendor work; to assist in the review of new construction or remodel plans to assure compliance with facility maintenance standards.
5. Assists with and learns to repair and maintain facilities structures; to perform minor repairs to building plumbing, low-voltage, and line voltage electric systems, door hardware, fire, life and safety protection equipment/ systems, sprinkler systems; to conduct structural inspections for safety.
6. Assists with and learns to coordinate maintenance of pool water sanitation and related pool environment equipment.
7. Assists with and learns to design, lay-out and install waste, vent, and domestic water distribution systems; to weld or fabricate plates, brackets or other needed devices.
8. Assists with and learns to repair and maintain small motorized equipment and engines
9. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: basic knowledge of the trades (carpentry, plumbing, electrical, HVAC/refrigeration).

Ability to: work effectively with co-workers in a diverse workforce; communicate effectively; read and follow instructions.

Special Requirements

Valid state driver's license.

Classification History:

Adopted: 9-17-03

June 2009 - Change Job Class number from 1114 to 30000070, due to system change.

Facilities Maintenance Technician - 30000071

Distinguishing Characteristics

This classification typically requires broad knowledge and skills in multiple crafts and trades including electrical, plumbing, mechanical, carpentry, and related facilities trades.

Typical Duties/Examples of Work

1. Performs preventive maintenance to plumbing, electrical, mechanical systems and related system components; tests systems' competency and devices, and evaluates performance; participates in developing preventative maintenance plans.
2. Repairs and replaces plumbing, electrical, mechanical systems and system components, including sensors and related hardware and software.
3. Maintains induction and air handling units; cleans and inspects all equipment; maintains and services refrigeration units.
4. Estimates and evaluates project costs; identifies repair and maintenance projects requiring the assistance of contractors or vendors; describes work to be performed, solicits cost estimates and evaluates cost for projects valued at less than prescribed limits; manages the selected contractor's or vendor's work and recommends final payment; assists in the review of new construction or remodel plans to assure compliance with facility maintenance standards.
5. Review new construction or remodel plans to ensure compliance of specification and standards; monitors work of vendors.
6. Repairs and maintains facilities structures; performs minor repairs to building plumbing, low-voltage, and line voltage electric systems, door hardware, fire, life and safety protection equipment/ systems, sprinkler systems, irrigation lines; constructs and maintains indoor/outdoor recreational facilities, fans, lights and related; conducts structural inspections for safety.
7. Coordinates maintenance of pool water sanitation and related pool environment equipment.

8. Designs, sizes, lays-out and installs waste, vent, and domestic water distribution systems; welds or fabricates plates, brackets or needed devices.
9. Repairs and maintains small motorized equipment and engines
10. Responds to emergency calls; monitors and evaluates need for additional assistance; provides technical assistance and makes recommendations; may serve as lead; performs related duties as assigned.
11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: the methods, practices, and tools used in general facility maintenance including electrical, plumbing, mechanical and related hardware and software equipment; facility maintenance hazards and safety precautions, including applicable OSHA standards; installation and maintenance of domestic water, waste water and vent systems; uniform plumbing code; installation and maintenance of irrigation and fire sprinkler systems, plumbing systems, refrigeration and HVAC closed loop systems

Ability to: work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public; read and interpret blueprints and schematics

Skill in: electrical repairs and replacement of switches, ballast and outlets; safe and effective application and operation of tools and equipment of the trades; designing and fabricating parts; troubleshooting, diagnosing and performing building maintenance and repairs; keyboarding

Special Requirements

Valid state driver's license and Limited Maintenance Electrical (LME) license or higher Oregon electrical license are required; One or more of the following license and/or certifications may be required from some positions; refrigerant recovery certification; class three boilers license; State of Oregon back flow tester's/cross connection inspector; confined space entry certification; Commercial Driver's License; Brazing Certification; CFC Handlers License.

Classification History:

Amended 01-21-11: Added LME or higher license as a requirement per DCTU 2010 contract negotiations.

Amended 9-17-03: Added Brazing Certification & CFC Handlers License

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study

1998-99. This class is composed of the following classes:
1115 Bldg. Maintenance Mechanic Adopted: 11-15-77
June 2009 - Change Job Class number from 1115 to 30000071, due to system change.

Facilities Maintenance Technician, Lead - 30000072

Distinguishing Characteristics

The lead level of this class typically performs all class duties and in addition serves as a lead over other Facilities Maintenance Technicians. It is distinguished from the Facilities Maintenance Technician class by the lead assignment. Note: This is a premium pay class for assignment of lead duties. Employees do not accrue seniority or obtain status in this class. Employee is assigned from a base class.

Typical Duties/Examples of Work

1. Plans, schedules and coordinates work; determines resource needs of work group; directs work of a crew including other journey-level workers.
2. Reviews the work of and provides training and guidance to assigned staff.
3. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: effective principles and practices of leadership

Ability to: schedule and assign the work of others

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff; including assigning and reviewing work

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study
1998-99. This class is composed of the following classes:
1116 Ld Building Maintenance Mechanic (No Class Spec)
June 2009 - Change Job Class number from 1116 to 30000072, due to system change.

Working Conditions

Work in this class is typically performed in a building and or facility environment. Incumbent is typically required to lift up to 50 pounds; to work indoors or outdoors in various weather conditions; to wear protective gear.