

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF THE HIRING OF)
A NEW EMPLOYEE)**

ORDER NO: 23218

WHEREAS, it is the recommendation of Charles Buchanan, Facilities Director, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Jeremy J. Barto	Facilities Maint. Worker	B-2	\$3264/mo	FT/Prob.

The job description is attached hereto and incorporated by reference.

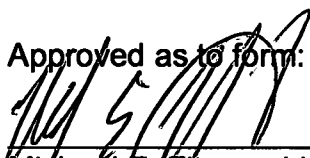
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of March 1, 2023.

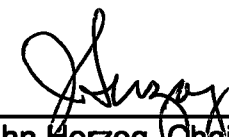
Dated this 1st day of March, 2023..

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



Michael E. Fitzgerald
Curry County Legal Counsel



John Herzog, Chair



Brad Alcorn, Vice Chair



Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Facilities Maintenance Worker

EXEMPT: No

SALARY LEVEL: B

SUPERVISOR: Facilities Maintenance Coordinator

PREPARED BY: Board of Commissioners

July 2021

POSITION SUMMARY:

The Facilities Maintenance Worker position will perform necessary repairs, remodels and occasionally cleaning functions on the Curry County Courthouse, Sheriff's Offices, Jail, County Offices located on Moore Street and the Human Services building located on Colvin Street. All these sites are located in Gold Beach and are referred to as "The Campus". All tools, transportation and materials will be provided by the Maintenance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. At the direction of Facilities Maintenance Coordinator performs construction, remodel and various other projects in a timely, "workman-like" safe manner, while maintaining a professional manner.
2. Follow the monthly preventative maintenance schedule. Identify and report any apparent maintenance issues before they become a more serious problem. Report any needs for supplies, tools, or equipment to supervisor.
3. Ensure conformity to all Federal, State and Local standards.
4. Make miscellaneous minor repairs or adjustments to electrical, plumbing, equipment, furniture, walls and floors as needed.
5. Occasionally perform custodial functions as needed.
6. Ensure the safety and security of all County buildings. Ensure the safety of all occupants within these buildings.
7. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

DESIRABLE QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of facilities' maintenance and construction practices. Must possess a working knowledge of plumbing, low voltage electrical, carpentry, landscape, janitorial procedures and various other elements of facilities maintenance.

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Knowledge, Skills and Abilities (cont.)

Must have the ability to perform strenuous manual labor for extended periods of time in a variety of work environments, both inside and outdoors. Must be able to crawl through various crawlspaces above and below ground. Must have the ability to safely operate various power tools and equipment.

Must be able to communicate with others including law enforcement and elected officials, even in situations involving conflict and/or emergency.

EDUCATION AND/OR EXPERIENCE:

High school graduation or the equivalent. Any combination of education and/or experience, which indicate that the individual is able to handle the requirements and expectations of the position.

LICENSES/CERTIFICATIONS:

Must possess a valid Oregon driver's license at the time of appointment.

Must possess a valid CPR and First Aid card prior to beginning work.

Must be able to pass a criminal background check to perform work in the Sheriff's Office.

Pre-employment drug screen required.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Curry County Sheriff's Office (CCSO) complies with the Federal Prison Rape Elimination Act (PREA). PREA prohibits CCSO from hiring, or promoting anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in Institution settings. These include a jail, prison, or other correctional facility (including juvenile corrections) AND any institution or facility where people are residing for the purpose of receiving care or treatment (e.g., adjudicated delinquent, neglected, placed in State custody, mentally ill or disabled, chronically ill, or physically disabled, etc.). These include skilled nursing care, intermediate or long-term care, or custodial or residential care (e.g., group home, rehabilitation, assisted living/nursing home, hospice, etc.).

This standard requires CCSO to conduct background checks on all applicants considered for employment or promotion to consider any incidents of substantiated allegations of sexual abuse or sexual harassment in determining whether to hire or promote anyone who may have contact with inmates.

For more information regarding PREA please visit: <http://nicic.gov/PREA>.