

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

**In the Matter of an Order Adopting a
Position Description for a New Position
(Facilities Technician)**)

ORDER NO. 23207

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that the attached position description be adopted for the following position:

Facilities Technician
Position Title

D
Range

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

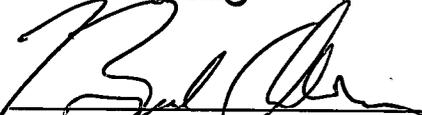
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of August 23, 2023.

DATED this 16th day of August, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

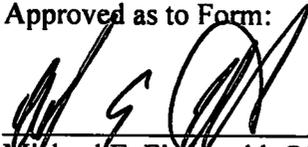


John Herzog, Chair

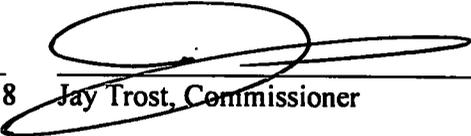


Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Trost, Commissioner

CJ2023-000
Curry County Clerk, Shelley Denney
Filed Date 8 123 23
Time 8:39 AM - 4 pages
Deputy S. Lindsey Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Facilities Technician – Facilities & Maintenance

EXEMPT: No
SALARY LEVEL: D
SUPERVISOR: Facilities Director
PREPARED BY: Director of County Operations

July 2023

POSITION SUMMARY:

The Facilities Technician position performs highly skilled maintenance services, repairs, remodels, and replacements on the Curry County Courthouse, Sheriff's Office, Jail, and County Offices located on Moore Street, the Juvenile Building located on Colvin Street in Gold Beach, and the Brookings Annex Office on Railroad Street in Brookings. Occasionally work is performed on County equipment and landscaping. All tools, transportation and materials will be provided by the Maintenance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May act as the primary contact for all County personnel for building issues including climate control, odors, smoke, spills, damage, emergencies, and repairs.

Assist with maintaining building security equipment and immediately respond to building emergencies on a 24-hour basis. Coordinate and assist with departmental and employee moves.

Monitor and replace light bulbs in all assigned facilities, as needed.

Make minor plumbing repairs, as necessary.

Perform basic electrical work; determine when an electrician is required.

Hang pictures and shelving, as needed.

Dismantle and install furniture.

Transport goods or equipment as assigned.

Perform other maintenance duties as assigned by the Facilities Director.

Perform occasional needed cleaning duties necessary to maintain clean facilities.

Monitor contractor performance and work closely with outside vendors and contractors to ensure work is completed according to specifications.

SUPERVISION RECEIVED:

This position works under the supervision of the Facilities Director, who reviews work for accuracy and conformance to established procedures.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not normally a responsibility of an employee in this class. May serve as lead person in the absence of the Facilities Director. Trains new Maintenance Worker positions.

QUALIFICATION REQUIREMENTS:

Efficiently plan, organize and direct work schedules to meet deadlines on a daily, weekly, monthly and annual basis. Maintain good working relations with other departments, employees, officials, community leaders, vendors, auditors, etc. Willingness to implement and be involved in new processes; able to adjust to changes in procedures; be involved in problem solving. Must be able to pass criminal background check.

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalent. At least two years of experience commercial, government, industrial building, or physical plant maintenance with vocational and/or on-the-job training in a variety of maintenance fields; or any satisfactory equivalent of experience and training.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions. Work from heights on ladders and lifts as well as work in uncomfortable positions, standing and/or walking the majority of working hours.

Tasks involve the ability to exert moderate to strenuous physical effort in light to heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 100 pounds).

WORK ENVIRONMENT:

Duties are performed in a variety of temperature conditions, including wind, rain and other adverse weather conditions. Encounters occasional hazardous situations and conditions. Physically demanding work environments. Work in high risk situations regarding security,

including jail and detention facilities. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.