

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

IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION

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ORDER NO: 23067

WHEREAS, it is the recommendation of Julie Swift, Payroll & HR Coordinator,
that the attached position description be adopted for the following position:

Facilities Maintenance Worker/Custodian
Position Title

B
Range

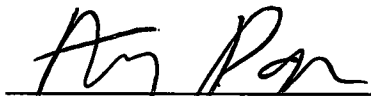
WHEREAS, the Board of Commissioners of Curry County, a political subdivision
of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated
recommendation be in effect as of April 6, 2022. This description replaces any previous
description approved for this position.

Dated this 6th day of April, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

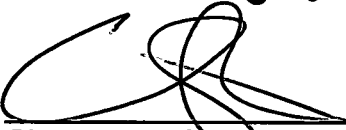
Approved as to form:



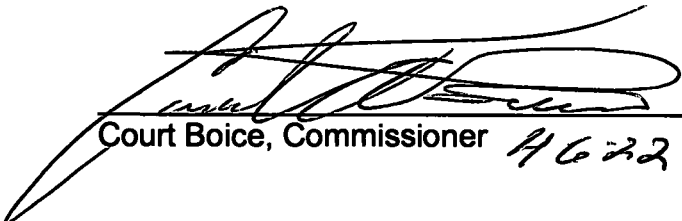
Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S Raasch, Vice Chair



Court Boice, Commissioner 4622

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Facilities Maintenance Worker/Custodian

EXEMPT: No
SALARY LEVEL: B
SUPERVISOR: Facilities Maintenance Coordinator
PREPARED BY: Director of County Operations

April 2022

POSITION SUMMARY:

The Facilities Maintenance Worker/Custodian position will perform necessary repairs, remodels and cleaning functions on the Curry County Courthouse, Sheriff's Offices, Jail, County Offices located on Moore Street, the former Human Services Building located on Colvin Street, occasionally at the Railroad Street Building, and other buildings as they are acquired, and their associated grounds. 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. Perform custodial functions, including but not limited to:
 - Cleaning floors (mopping, sweeping, vacuuming, stripping/waxing)
 - Monitoring & maintaining adequate restroom supplies and sanitation
 - Collection of garbage
 - Collection of materials for re-cycling
 - Cleaning / washing / dusting windows, walls and fixtures
 - Cleaning exterior areas and entry ways
 - Mowing lawns
 - Maintaining flowers and shrubs and their beds.
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

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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.

Safety practices in the use of chemical agents used for cleaning, the proper handling of garbage, and the use of power equipment.

Knowledge of OSHA requirements.

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.

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

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LICENSES/CERTIFICATIONS: (cont.)

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>.

PHYSICAL DEMANDS:

Visual/hearing ability sufficient to comprehend written/verbal communications. Ability to work in areas where dust and pollens are present. Ability to work with harsh chemicals and cleaning agents. Ability to tolerate weather extremes. Ability to safely lift and carry items such as five-gallon containers of liquids and cartons not exceeding 75 pounds. Ability to perform manual labor tasks for extensive periods involving climbing, kneeling, bending, walking, stretching, and lifting. Full range of use in arms, legs, back, neck, and hands. Ability to grasp and maintain control with fingers.

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

WORK ENVIRONMENT:

Employee will perform work both in and outdoors. Noise level will vary between quiet (working alone in empty office building) and loud (working in machine room). Employee will be exposed to a wide-range of dust, pollen, heat and cold while performing required duties. Employee may be exposed to strong odors. Employee will frequently work alone during hours when buildings are vacant and not in use.