

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

**In the Matter of the Promotion of an
Employee**

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ORDER NO. 23/46

WHEREAS, it is the recommendation of John Herzog, Liaison Commissioner, that Charles Buchanan, currently a Facilities Maintenance Worker, working out of classification as Assistant Facilities Director, Salary Range E, Step 1, at \$3934/month, be promoted to the position of Facilities Director, Salary Range P, Step 1, at \$5245/month.

The job description for the new position 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 recommendation be in effect as of August 8, 2022.

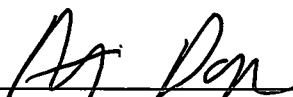
DATED this 17th day of August, 2022.

**CURRY COUNTY
BOARD OF COMMISSIONERS**



John Herzog, Chair

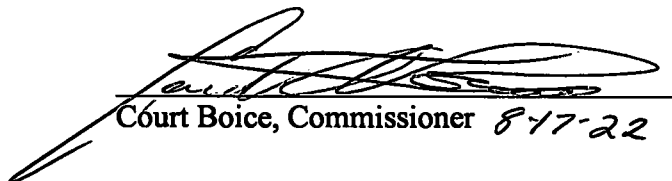
Approved as to Form:



Anthony Pope, OSB # 192939
County Legal Counsel

Absent

Christopher S Paasch, Vice Chair



Court Boice, Commissioner 8-17-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Facilities Director

EXEMPT: Yes
SALARY LEVEL: P
SUPERVISOR: Liaison Commissioner
PREPARED BY: Payroll & Personnel Coordinator

August 2021

POSITION SUMMARY:

The Facilities Director will work to identify, fund, receive Board approval and complete County maintenance projects. This position is the equivalent of a journeyman level carpenter. Duties will include scheduling and coordination of County building and maintenance projects and create the budget to accomplish them. Responsible for following the County bidding process and making sure those contracts are completed as bid. Will have the responsibility to recommend to the Board of Commissioners the retention of outside contractors as needed to complete projects. Will also be responsible for janitorial duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates and prioritizes, with appropriate county commissioner, construction, remodeling, and maintenance needs for County buildings and the Brookings airport.
2. Plans maintenance and work schedules and coordinates daily tasks.
3. Orders all cleaning and bathroom supplies.
4. Responsible for maintaining all Courthouse grounds and other County structures, facilities and equipment.
5. Identifies needs for necessary tools, equipment, and maintains an equipment inventory.
6. Does approved additional work for departments that need repair of leased buildings. Works at a variety of work sites and ensures that DEQ, OSHA, ADA and other conformity to standards are maintained.
7. Makes miscellaneous minor repairs and adjustments to equipment, furniture and buildings.
8. Cleans, paints, repairs, and does general maintenance and new construction as needed.
9. Directs and participates in the planting, pruning and removal of a variety of plants.
10. Directs and participates in the removal of trash, garbage, leaves and debris.
11. Responsible to call plumbers, HVAC techs and electricians as needed.
12. Demonstrates correct methods of performing assigned work; provides first aid if necessary.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

13. Maintains an effective working relationship with participating community service agencies.
14. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position will supervise the Facility Maintenance Worker and the Custodian for all maintenance duties.

QUALIFICATION REQUIREMENTS:

Knowledge, Skills and Abilities:

Considerable knowledge of facility maintenance and construction practices. Must have a good working knowledge of carpentry, plumbing, electrical, HVAC, landscaping and janitorial duties; ability to read and follow plans.

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 have the ability to safely operate electric and gas operated power tools and other equipment. Ability to prepare accurate and complete reports; communicate effectively with adults in situations involving conflict; maintain effective working relationships with public and private sector employers, and other general public. Must have the ability to handle negative workers and resolve dispute situations. Must be able to read specifications, such as blueprints, to determine construction requirements.

EDUCATION AND/OR EXPERIENCE:

Equivalent to an Associate's degree; minimum five years progressively responsible construction trades related experience, a knowledge of pesticide applications, OSHA requirements and all building codes including ADA both State and Federal. Facilities Management Courses are highly recommended. Any combination of education and/or experience, which indicate that the individual is able to handle the requirements and expectations of the position will be considered.

PHYSICAL DEMANDS:

Visual/hearing ability sufficient to comprehend written/verbal communication.

Ability to perform tasks involving physical activity, which may include heavy lifting of supplies, furniture or equipment; extensive bending, standing, walking or sitting may be required. Ability to drive and work in inclement weather. Ability to work in a fast paced, ever changing, stressful environment.

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PHYSICAL DEMANDS: (cont.)

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

LICENSES/CERTIFICATIONS:

Must possess a valid Oregon driver license at the time of appointment and have a good driving record.

Must possess or immediately get a valid CPR and First Aid card.

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. CJIS clearance is also a requirement.

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