

**CITY OF SALEM  
GENERAL SERVICES MAINTENANCE I**

00611

**NATURE OF WORK**

This work is semi-skilled and skilled maintenance of a wide variety of City facilities, commercial structures, and swimming pool facilities. It is the first in a series of three non-supervisory classifications.

Work can include maintenance and construction duties related to carpentry, plumbing, preventative maintenance, and some limited electrical work. Work may include assisting as a crew member in installing doors, dividers, appliances, moving furniture and other related activities with office remodeling. Reads, records, and visually inspects facilities for deterioration or inoperative equipment.

This is not a full supervisory position, but an incumbent in this classification would be expected to provide training or occasional work direction to seasonal and career employees involved in routine assignments. Work is subject to review by an operational supervisor for compliance with standing procedures, specifications, and work orders.

Work of this class is distinguished from General Services Maintenance II by the less skilled assignments performed independently, less complex assignments with work methods and procedures already selected and an absence of the authority to act as lead worker on an on-going basis.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Individually or as a crew member performs work in one or a variety of areas of maintenance, repair, and construction of City facilities. Assists in installing improvements such as remodeling projects, and repairing roofs as necessary. Individually or as a member of a crew maintains existing facilities including installing or replacing signs, replacing filters, repairing a variety of building maintenance problems such as leaks, clogged plumbing, replacing fuses, cleans gutters, painting, cleaning common areas accessed by the public. Takes chlorine measurements, checks swimming pool facilities for

cleanliness and hazards, monitors the operation of equipment and adjusts to meet operating standards.

Performs semi-skilled cleaning of parkades, common areas at the Civic Center and other complexes as needed. May remove trash, waste or dead animals which are a hazard, paints facilities, replaces filters, lights and fuses. Orients new General Service employees to work procedures, standards and processes. Operates a variety of power and hand tools in the course of completing duties and responsibilities.

Follows maps, diagrams, written instructions and specifications in completing work assignments. Maintains records of preventative and maintenance repairs, completes time sheets, purchasing documents, and other related forms necessary for the completion and documentation of work performed.

Duties are performed with initiative and minimal supervision on routine assignments after an initial training period, more complex assignments are done under direct supervision and/or monitored for progress. Where work is more routine, there is a greater consequence in the independent performance of those duties such as repairing plumbing. Work conditions, occupational hazards, and degree and type of supervision received vary with the location and nature of the assignment.

Performs other related work as assigned.

**WORK QUALIFICATIONS**

Experience in maintenance, repair, construction of public buildings and facilities including experience in the carpentry, painting, office construction; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of the appropriate materials, methods, procedures, tools, and equipment appropriate to the operational area or specialty to which assigned.

Considerable knowledge of the component parts and operating principles of building plumbing systems, painting, carpentry, building construction and its routine servicing and maintenance.

Knowledge of the geography and physical layout of the City of Salem.

Knowledge of the traffic laws of the State of Oregon.

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Knowledge of the occupational hazards involved and the safety precautions necessary in the use of power tools and work assignment area.

Skill in the operation of power tools and hand tools used in building maintenance, repair and construction.

Ability to perform a variety of assigned semi-skilled to skilled duties and change from one project to another without loss of efficiency or quality.

Ability to interpret plans and specifications, keep records, and make reports.

Some ability to direct the work of other employees.

Possession of a valid Oregon Class C license and the ability to meet City driving standards or the ability to move efficiently from one location to another daily.

A Restricted Energy Electrical License or Limited Maintenance Electrical license is desirable.

May be required to pass a police background check.

Work is generally performed in the outdoors in all types of weather and field conditions, and at times in urban high traffic areas, mechanical rooms, offices, construction areas involving work at heights or subterranean locations. The nature of the work often requires availability to respond during off-duty hours, in the evenings or on weekends. Work frequently involves moving from one physical location to another and performing physical tasks requiring bending, stooping, moving equipment and tools, with agility sufficient to perform maintenance, repair or construction tasks in confined spaces. Work involves exposure with safety precautions to sewage, dust, dirt, solvents, cleaners, lubricants, and other chemicals related to work assignment area. Work may require some use of modern office equipment such as using a personal computer.

This position may be required being available for standby duty during non-work hours.

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Personnel Director