

**CITY OF SALEM
GENERAL SERVICES MAINTENANCE II**

00612

NATURE OF WORK

This is skilled maintenance work of a wide variety of City facilities, commercial structures, and swimming pool facilities involving lead responsibilities.

Work can include maintenance and construction duties related to carpentry, plumbing, preventative maintenance, and some limited electrical work. Work may include installing doors, dividers, appliances, moving furniture and other related activities with office remodeling. The lead work may involve installations, maintenance, repair, and construction activities including acquiring appropriate supplies, assigning work among crew members, monitoring work in progress for results and safety requirements, makes field decisions on how to resolve work problems, completes timesheets and other related records.

Work involves responsibility for one or more area of assignment:

1.) Skilled crew member or individually performs skilled work in one or a variety of areas of maintenance, repair, and construction of City-owned facilities. Assists in installing improvements such as remodeling projects, maintaining existing facilities including replacing filters, repairing a variety of building maintenance duties such as leaks, clogged plumbing, replacing fuses, painting, and repairing roofs as necessary. May also perform skilled work to accomplish specialized assignments with considerable independence such as assisting in the coordination court appointed workers or corrections personnel.

2.) Acts as a crew leader over a variety of routine building maintenance assignments such as cleaning common areas, installing signs and trash disposal, painting, electrical fuse and light replacement, repairs to wood work, painting, etc. Lead work for routine assignments includes planning daily work assignments, estimating time and materials for projects, ensuring available proper tools, equipment and supplies are available for assignments, ensures work is performed with all safety precautions and to standards, resolving on-site problems, work location is left clean and safe and proper documentation is completed.

3.) A combination of the duties listed in 1 and 2 above requiring initiative on the part of the incumbent to perform responsibilities with minimal supervision after an initial training period. 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.

This is not a full supervisory position, but an incumbent in this classification would be expected to provide work direction to seasonal and career employees involved in routine assignments and train new crew members. 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 I by the degree of skill required, its complexity or consequence including considerable latitude in selecting work methods and procedures and the authority to act as lead worker over a routine work assignments and the technical knowledge required to perform the duties. This class is distinguished from the General Services Project Leader by the absence of on-going responsibility to direct a crews at multiple locations or a major project such as the remodeling of a floor of the Civic Center and the greater requirement for the application to technical expertise large building construction and maintenance projects.

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 member of a crew, performs skilled work in the maintenance, repair, and construction of building maintenance and construction; performs acquired skills in painting, carpentry, fuse and lamp replacements, filter replacement, repairs doors, ceilings, roofs, locks, leaks and plugged plumbing. Monitors operation of swimming pool facilities, checks chlorine levels, pump operation, checks area for hazards.

Performs skilled operation of a small street sweeper and blowers for cleaning parkades, common areas at the Civic Center and other complexes as needed. May remove trash, waste or dead animals which are a hazard. 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.

Provides lead direction of maintenance, inspection, and repair activities; participates in the work and oversees others in the completion of work. Reviews proposed assignments, estimates time and materials needed to perform work as needed. Prepares or reviews for accuracy information concerning time, materials, and personnel time records, updates maps and computer data bases as needed. Monitors contractor work for compliance with City standards.

Interprets maps, diagrams, written instructions and specifications in completing work assignments. Retrieves information from data bases, written and photographic records and maps to determine condition or location of facilities. 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.

Performs other related work as assigned.

WORK QUALIFICATIONS

Considerable experience in maintenance, repair, construction of public buildings and facilities including experience in the carpentry, painting, office construction including some lead responsibilities; 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.

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 make material and personnel estimates, interpret plans and specifications, keep records, and make reports.

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.

Personnel Director