



JOB DESCRIPTION

<i>Title</i>	Maintenance Assistant I			
<i>Department</i>	Buildings & Grounds	<i>Job Class</i>	A 9 4	
<i>Driving Required</i>	Yes	<i>Safety</i>	Yes	
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-Exempt
<i>Created</i>	April 2007	<i>Reviewed</i>	June 2022	<i>Revised</i> June 2019

Purpose

Provide custodial work, building maintenance, repair, and installation tasks involving basic carpentry, plumbing, painting, landscape, and related work as required to improve, maintain, and renovate county buildings, facilities. Learns county infrastructure and facilities and gains experience initially under close supervision until able to perform assignments with greater independence.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Ability to learn and meet the requirements to complete custodial and maintenance work of the primary county public services buildings.
- Perform general custodial work including cleaning and sanitizing restroom facilities and fixtures; sweeping, vacuuming, mopping, waxing, stripping, and polishing floors and carpets; dusting and polishing furniture, woodwork, fixtures, and equipment; washing windows, mirrors, walls, and cleaning furniture and counter tops; emptying, cleaning, and sanitizing waste and recycle bins.
- Maintain an inventory of custodial supplies and ensure adequate supplies in each location. Order supplies and tools.
- Maintain lawns and existing landscape plants and beds.
- Assist in performing maintenance and alterations on county buildings and facilities including minor painting, carpentry, and plumbing tasks including toilet repairs and replacements as well as small painting projects as assigned.
- Assist in the setting up rooms and equipment for classes, conferences, meetings, and other functions; move and arrange furniture.
- Observe safe work methods at all times. Interpret and follow SDS and make appropriate use of related safety equipment. Maintain current material safety data sheets (SDS).
- Operate a variety of hand and power tools and equipment related to work assignment as instructed.



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- Maintain work areas in a clean and orderly condition including securing equipment at the close of the workday.
- Receive work orders from supervisor; establish priorities and schedule work allowing for unscheduled projects which may occur.
- Observe established security provisions, protocol and procedures when performing duties in the corrections facility and the courthouse secure areas.
- Use established security checklist when responsible for opening or closing and securing of the courthouse and other buildings as assigned.
- Run errands as directed by supervisor including delivery of copier paper, and pick-up and load-out of recycled materials utilizing county vehicle.
- Perform related duties as assigned.
- Follow all safety rules and procedures established for work areas.

Mandatory Qualifications

Education and Experience:

Requires high school diploma or GED plus one year of landscape/facility maintenance experience or any satisfactory combination of experience and training.

Knowledge, Skills and Abilities:

Must be familiar with basic practices, methods, equipment, tools, and materials used in maintaining and repairing buildings and facilities including carpentry, plumbing, and painting work. Knowledge of standard cleaning methods and equipment used in custodial, maintenance, and landscaping work. Able to operate and maintain a variety of hand and power tools, vehicles, and power equipment.

Knowledge of and ability to read and follow Safety Data Sheets (SDS) for handling hazardous chemicals. Demonstrated familiarity with safety equipment and practices related to the work. Must have a basic technical understanding of recordkeeping principles and procedures, shop arithmetic, and computer software (on a limited basis).

Must possess and maintain driving privileges in the State of Oregon or Washington.

Desired Qualifications

Physical Demands

Duties consist of physically demanding manual work on a regular basis typically requiring movement of materials weighing up to 50 pounds. Ability to operate a ladder and perform work in high places utilizing appropriate safety equipment.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.



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Working Conditions

Work is performed within county buildings, including the county jail and courthouse, and on county grounds. Requires lifting, bending, climbing, walking, and working on ladders and at heights. Work is performed outside in all types of weather conditions. Exposure to hazardous chemicals including cleaning solutions, solvents, cleansers, paint fumes and the like.

Supervision Received and Exercised

Works under the direct supervision of the Facility Operations Supervisor. Supervision is not a typical responsibility assigned to this position. May occasionally provide instruction in work methods to community service or Job Corps workers as requested.