



## City of Klamath Falls

## Position Description

|   |                              |
|---|------------------------------|
| Position: Maintenance Associate               | Group: AFSCME                |
| Department/Division: Public Works/Maintenance | FLSA: Non-exempt/Represented |
| Reports to: Maintenance Supervisor            | Salary Grade: 110            |

### Summary

Performs a variety of tasks involving the maintenance and upkeep of City facilities and infrastructure. This position may entail some shift work. This is a non-supervisory position.

### Distinguishing Career Features

The Maintenance Associate is an entry level position, requiring experience working with custodial equipment; knowledge of general carpentry skills and general competency in related facility and infrastructure maintenance tasks.

### Essential Duties and Responsibilities

- Following a routine, performs daily, weekly, monthly, and annual maintenance duties at various City buildings.
- Performs cleaning, replacement of light bulbs, vacuuming, and replacement of HVAC filters.
- Cross-trains with Maintenance personnel working on City Water and Wastewater systems, street lighting, and traffic control equipment.
- Performs a variety of basic carpentry repairs and remodeling.
- Performs a variety of painting and varnishing duties. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. Uses spray equipment or brushes.
- Prepares surfaces by water blasting, scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls.
- Performs other duties as required to accomplish the objectives of the position.

### Qualifications

#### ▪ **Knowledge and Skills**

Requires basic working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts, and set-ups used in general carpentry, painting, custodial, and other related building maintenance and repair tasks. Requires a working knowledge of the uses and purposes of hand and power tools and equipment used on construction and general maintenance. Must be thoroughly familiar with safe work practices and OSHA safety orders related to area of specialty. Requires sufficient communications skills to convey information to co-workers and contractors. Requires sufficient math skills to make measurements.

- **Abilities**

Requires the ability to perform basic level carpentry, painting, and related building maintenance tasks in a skillful and in a timely manner. Requires the ability to promptly respond to emergencies and assist other maintenance personnel. Requires the ability to operate trucks, forklifts, chain hoists, electric high-lift equipment, and maintenance equipment, including a full range of hand and power tools used to perform basic carpentry, painting, and custodial services. Requires the ability to maintain records and activity logs. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. Requires the ability to travel to all City sites to complete projects. Requires the ability to complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, and OSHA standards. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; add, subtract, multiply, and divide; ability to read blueprints; apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; work any shift or hours assigned; assume and perform all duties with limited supervision.

- **Physical Abilities**

Requires the ability to stand for extended periods of time and manipulate (lift, carry, move) light to heavy objects of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g., ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires a High School diploma or GED and experience working with custodial equipment; knowledge of general carpentry skills.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon driver's license. Must obtain Forklift, Confined Space and Oregon Flagger Certifications within six (6) months of hire.

- **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials. The noise level may be loud to very loud.

- **Pre-Employment**

Job offers are contingent on the individual passing a pre-employment drug screen, fit-for-duty exam, criminal background, and having a clean driving record.

In addition, candidates must provide fingerprints and pass Oregon State Police CJIS security background check to obtain CJIS Security Level 1 clearance, as well as complete training consistent with TSA and Airport-related security requirements.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.