



**City of Klamath Falls**

**Position Description**

Position: Skilled Maintenance Specialist	Group: AFSCME
Department/Division: Public Works/Maintenance	FLSA: Non-exempt/Represented
Reports to: Maintenance Supervisor	Salary Grade: 117

**Summary**

Performs a variety of skilled tasks involving the maintenance and upkeep of City buildings and operations. Responsible for construction, alteration, maintenance, and repair of facilities, buildings, and mechanical systems.

**Distinguishing Career Features**

The Skilled Maintenance Specialist is a senior level multi-skilled classification, requiring journeyman-level experience in at least one area of licensed specialization (e.g., electrical, HVAC, or plumbing), and general competency in additional related trades areas. The entry-level position in this career path is Maintenance Associate.

**Essential Duties and Responsibilities**

- Performs some or all of the following, depending on the needs of the City.
- Troubleshoots and repairs electrical controls and Programmable Logic Controllers (PLC's) and works with the City's electrical systems.
  - Installs, maintains, troubleshoots and repairs electrical distribution systems and fixtures. Installs, adjusts, repairs or replaces electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus. Participates in projects such as wiring communications lines between and within structures.
  - Maintains, inspects, diagnoses and makes repairs to natural gas, water, refrigeration, and air distribution systems. Tests, adjusts, and calibrates air conditioning equipment and mechanical, electrical, and pneumatic control instruments.
  - Tests and may chemically treat condenser and cooling tower water and water from other systems. Adjusts, repairs or replaces motors, and other electrical apparatus. Services and may install direct digital control systems.
  - Performs plumbing repairs. Inspects, maintains, and repairs complete plumbing systems, including other fluid flows such as natural gas. Assists with repairs to sewer lines, water lines, heaters, valves, seals, and back flow preventers.
  - Performs a variety of carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, chairs, tables, scaffolds, forms,

window frames, fences, and stairways. Glazes and fits windows.

- 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. Applies paint, varnish, and other protective and decorative finishes in a manner that reflects senior-level skill and ability.
- Inspects, tests, and repairs smoke and heat sensors, fire alarms, pulls, and panels to meet applicable standards. Conducts preventive maintenance on sprinkler flow switches to exercise controls, resets fire alarm panels, tests alarms for proper operation and communications wiring for proper connections and check remote reset capabilities.
- Inspects roofs and repairs roofs. Performs preventative maintenance on roofs. Documents work performed and overall roof conditions.
- Performs a variety of masonry duties including construction and repair of masonry walls, screens, retaining walls, benches, edgings and facings.
- Maintains required records and makes reports. Prepares reports on work completed and materials used.
- May train and guide the work of other Maintenance Associates assisting with skilled maintenance.
- Performs other duties as required to accomplish the objectives of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requires in-depth working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in at least one of the following areas: electrical, carpentry, plumbing, and commercial painting, plus basic-to-journey level skills in the other areas listed. Requires basic knowledge of the operating characteristics and maintenance procedures for fire prevention systems, elevators, and swimming pools. 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 and estimate costs.

### ▪ **Abilities**

Requires the ability to perform basic to journeyman level electrical, plumbing, carpentry, locksmith, and commercial painting work skillfully and in a timely manner. Requires the ability to promptly respond to emergencies, including fire alarms and power outages. Requires the ability to operate trucks, boom trucks, chain hoists, electric high-lift equipment, and maintenance equipment, including a full range of hand and power tools used to perform construction, carpentry, electrical and mechanical services. Requires the ability to perform welding and brazing. Requires the ability to learn and maintain swimming and other pools and ponds involving water and mechanical testing. Requires the ability to maintain and repair fire prevention systems. Requires the ability to read and interpret engineering drawings, sketches, schematics, and building and fire codes.

Requires the ability to maintain records and activity logs. Requires the ability to estimate materials and labor for assignments. 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.

- **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 three to five (3-5) years of experience in maintenance, construction work, or related field. Prefer experience in at least one area of specialization, such as electrical, sheet metal, carpentry, air handling, mechanical maintenance, or plumbing.

- **Licenses and Certificates**

Must possess journeyman-level carpentry skills and maintain an Oregon State General Journeyman Electrical License and/or Journeyman Plumbing License from the state of Oregon; or possess an Industry Brazing Certification and an EPA Refrigerant Certificate. Ability to obtain and maintain an Oregon Driver's License and a Class B Commercial Driver's License (CDL) at the time of hire. CDL must be obtained within six (6) months of hire. Confined Space Certification required 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.

- **Pre-Employment**

Job offers are contingent on the individual passing a pre-employment drug screen, 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.