

LANE EVENTS CENTER MAINTENANCE SPECIALIST

DEFINITION

To plan, coordinate, and perform building and physical plant maintenance work at the Lane County Events Center/Fairgrounds, Ice Center and Lane County Fair; to provide customer service in association with Event related electrical requirements; to perform difficult and responsible types of maintenance duties including electrical work, repair of complex systems and equipment, and facilities preventative maintenance; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Employees receive occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management staff.

May exercise functional and technical supervision over other assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Provides a wide range of electrical services including wire inspection and repair, motor replacement, switch replacement, setting up temporary electrical layouts, working with vendors and clients for electrical needs; provides customer service in order to meet clients/vendor electrical needs; provides all relevant electrical requirements for Lane County Fair, and lighting system repair with proper certification.

Maintains/monitors compressor rooms, ice slab, dehumidification unit, ice resurfacer and all related equipment and chemicals.

Monitors and adjusts HVAC systems to ensure efficient operation.

Installs or assists in installing, checking, maintaining, and repairing heating, ventilation and air conditioning equipment and systems.

Inspects, diagnoses, repairs and reassembles motors, fixtures and equipment using the most cost effective and efficient means, i.e. comparable substitutes.

Determines replacement parts and installs parts, adhering to National Electrical Code.

LANE COUNTY

Lane Events Center Maintenance Specialist (continued)

EXAMPLES OF DUTIES (con't)

Monitors the mechanical systems providing heating, ventilation and air conditioning to the Lane Events Center and Fairground facilities.

Monitors, adjusts and makes repairs to plumbing, heating and electrical systems.

Inspects, maintains and repairs mechanical and electrical systems as part of preventative, routine and emergency maintenance.

Monitors and makes repairs to equipment, furnishings and fixtures.

Provides routine preventive maintenance for building structures, equipment and systems.

Reports major structural or equipment damage to management.

Installs and changes locks and door entry systems.

Services, maintains and repairs motors, filters, belts, coils, valves, and other portions of air conditioning systems.

Services, repairs and maintains restrooms, toilets, urinals, sinks, drains, exhaust fans, and other related plumbing fixtures.

Verifies proper operation of mechanical systems such as chillers, boilers, cooling towers, fans, pumps, air compressors, and well tank systems.

Services, maintains and repairs structures, roofs, windows, doors, floor tile, walls, ceiling tile, lighting systems and other related building structural components.

May operate light equipment such as forklifts and tractors.

Coordinates with user groups for safe and effective use of facilities.

Fills in for other staff as necessary.

Uses test equipment and meters to diagnose problems and check completed work.

Tests and operates emergency generators and lighting systems as part of preventative maintenance program.

Troubleshoots machinery and equipment from wiring diagrams, blueprints, schematics and building plans.

Performs duties related to the Lane Events Center and Fairgrounds.

MINIMUM QUALIFICATIONS

Knowledge of:

Ice resurfacing and maintenance.

Mechanical and electrical systems maintenance, repair and installation procedures.

Laws, rules, regulations, and code governing the installation and repair of mechanical/electrical fixtures and systems.

Electrical theory and the application of electrical theory.

Safety/environmental procedures and processes associated with electrical and mechanical maintenance and repair.

Equipment operation.

Operating principles of heating, ventilating and air conditioning systems.

Terminology and symbols used in wiring diagrams, blueprints, schematics and building plans.

Tools and materials used in maintaining building and facilities.

Computerized automated electrical systems.

Preventive maintenance processes and policies.

Buildings, systems, and layout of mechanical systems related to area of assignment.

Computerized automated systems providing heating, air conditioning and ventilation to buildings.

Ability to:

Use electrical testing equipment and meters to diagnose and repair system and equipment failures.

Monitor, maintain and repair items using a variety of disciplines such as electrical work.

Use a variety of power and hand tools to repair and maintain fixtures and equipment.

Repair the electrical portion of lighting, heating, ventilating, and air conditioning systems.

Perform repairs on electrical fixtures, and equipment.

Operate equipment such as forklifts, tractors and ice resurfacers.

LANE COUNTY
Lane Events Center Maintenance Specialist (continued)

Ability to: (con't)

Follow oral and written orders and requests.

Monitor and adjust systems using computerized automated equipment.

Follow routine preventive maintenance schedules.

Learn the identification and proper handling of hazardous materials that are typically found in a public building.

Establish and maintain effective, professional, and productive working relationships with those contacted in the course of work with a high emphasis on customer service.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade, supplemented by additional training in electrical systems.

Experience:

Five years of responsible building electrical maintenance experience, preferably with large building systems.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Limited Maintenance Electrician or higher electrical license. Other types of continuing education.

Must be able to work variable shifts, including evenings, weekends and holidays.

First Aid/CPR Certificate preferred or the ability to obtain within 6 months of date of hire, and to maintain.

Must be in possession of a valid driver's license at time of application, and a valid Oregon driver's license at time of hire.

Must have a forklift certification or the ability to get certified within 6 months of hire.