

MAINTENANCE SPECIALIST 1
MAINTENANCE SPECIALIST 2

DEFINITION

To perform a variety of maintenance and repair work essential to the functioning of large building systems to include operation, monitoring, adjustment and repair; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Maintenance Specialist 1: This is the entry level class in the Maintenance Specialist series. This class is distinguished from the Maintenance Specialist 2 by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Maintenance Specialist 2 level. Since this class is typically used as a training class, employees may have only limited work experience. Employees work under immediate supervision while learning job tasks.

Maintenance Specialist 2: This is the full journey level class within the Maintenance Specialist series. This class is distinguished from the Maintenance Specialist 1 by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the Maintenance Specialist 1 level.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Specialist 1

Receives supervision from assigned supervisory and management personnel.

Maintenance Specialist 2

Receives general supervision from assigned supervisory and management personnel.

May exercise direct supervision over temporary workers.

LANE COUNTY
Maintenance Specialist 1 & 2 (Continued)

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

Monitors the mechanical systems providing heating, ventilation and air conditioning to County buildings.

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

Inspects and makes repairs to equipment, furnishing and fixtures.

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

Reports major structural or equipment damage.

Monitors and adjusts computerized systems including the Delta system to insure efficient operation of mechanical building systems.

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

Verifies proper operations for 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 assist in the maintenance and repair of Fairground or Corrections facilities.

May operate light equipment such as forklifts and tractors at the fairgrounds.

MINIMUM QUALIFICATIONS

Maintenance Specialist 1

Knowledge of:

Terminology and symbols used in blue prints and building plans as applied to mechanical systems and maintenance of buildings.

Preventive maintenance processes and policies.

Tools and equipment used in the maintenance and repair of buildings and mechanical systems.

Equipment operation.

Operating systems of motors, pumps, fans and other machinery associated with HVAC, and familiarity with basic refrigeration principles.

Ability to:

Inspect, maintain and repair items using a variety of disciplines such as carpentry, plumbing, HVAC and electrical work.

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

Operate equipment such as forklifts and tractors.

Follow routine preventive maintenance schedules.

Follow oral and written orders and requests.

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

LANE COUNTY
Maintenance Specialist 1 & 2 (Continued)

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in plumbing, carpentry, electrical or HVAC is desirable.

Experience:

One year of responsible building maintenance experience including minor carpentry, electrical, plumbing and HVAC repair is desirable.

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

Special Requirements:

Possession of a valid Oregon driver's license at time of appointment.

Maintenance Specialist 2

In addition to the qualifications of Maintenance Specialist 1:

Knowledge of:

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

Chemicals, solutions and compounds used to clean and repair equipment and fixtures.

County buildings, systems and layout of mechanical systems.

Ability to:

Monitor and adjust systems using computerized automated equipment.

LANE COUNTY
Maintenance Specialist 1 & 2 (Continued)

Experience and Training

Experience:

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

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