



ORGANIZATION: City of Lincoln City
JOB TITLE: Facilities Maintenance—Police Building
FLSA STATUS: Non-Exempt, Grade 10
UNION: AFSME
UPDATED: November 2021

PURPOSE OF POSITION: Overall responsibility for the facility operations of the Police Building. Plans, directs, oversees and performs all maintenance, repair, renovation, and custodial work by employees and contractors. Ensure facility security. Operate and maintain equipment and ensure safe work practices.

ESSENTIAL JOB FUNCTIONS:

Establishes criteria for ensuring and assessing quality control of all work performed related to the operation and appearance of the Police Building, equipment, grounds and systems.

Investigates and assesses the condition of building, equipment, systems and grounds and makes thorough and well researched recommendations for improvements to the Chief of Police or his/her designee, including assessing and reporting budgetary impact.

Plans, directs, scopes and oversees work performed by contractors and performs high quality work. Ensure all aspects of the building are clean and well maintained by performing custodial work in offices and high traffic public areas, and cleaning and sanitizing locker rooms, gym and secure areas. This also includes overseeing and performing maintenance of all mechanical, electrical and plumbing equipment, including HVAC systems, elevator hydraulics, fire sprinkler and alarm, electric motors, pumps, ventilating fans and electrical control units. Some oversight and performance of routine and semi-skilled interior and exterior maintenance including work layout and design, painting, carpentry, cleaning and minor construction is also required.

Provides direct facilities support to the Chief of Police. Directly concerned with strategic business goals and ensuring the facility operations can support these goals. Identifies and pursues opportunities to optimize efficiency and effectiveness in facilities operations. Prepare or provide input on bid specifications.

Completes written reports related to work activities and maintain related records. Create, implement and update preventative and regular maintenance schedules, engage in energy conservation, emergency evacuation and air quality programs. Plan and conduct work and engage in short and long-range planning and budgeting.

Fosters pride in work and drive by training, assigning, prioritizing, and assessing the quality of the work of maintenance and custodial staff which reports to the Chief of Police. Provide input into hiring and performance evaluation of building maintenance and custodial crew as requested. Use client relations management to bring in new business partnerships that promote company productivity such as contractors. Respond to various questions, resolve problems and provide technical assistance to crew and contractors as needed.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Responsible for the safe work practices at the facility. Maintains current knowledge of all OSHA standards and best practices for workplace safety and works with the Chief of Police to ensure safety and compliance. This includes preparing and maintaining appropriate documentation for the facility.

Assist the Chief of Police in the analysis, development and implementation of Police Building security measures as needed. Evaluate, enhance and enforce safety protocols. Monitor public areas from a security standpoint, remaining alert for fire, attempts at theft, or behavior which may cause damage or distress to building users, equipment or materials.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Model safety procedures for subordinates. Correct safety issues as identified.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High School education or equivalent plus at least five years' experience performing similar duties or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Comprehensive knowledge of equipment and facility maintenance programs and procedures, knowledge of equipment, materials and methods used in routine custodial and semi-skilled facilities maintenance work (e.g. plumbing, electrical). Ability to plan, organize and delegate work to achieve desired results. Ability to define and solve problems, collect data, present facts and recommendations effectively in oral and written form. Ability to read, analyze and interpret complex documents, write reports and make presentations. Ability to recognize and correct unsafe conditions, work practices, and hazards associated with supplies and equipment used in performing the duties of the position. Knowledge of general building security measures and ability to diffuse situations. Engineering, math, customer service, project management, organizational and computer skills are required.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver's license and a current

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CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment.

DESIRABLE REQUIREMENTS: Possession of journey level certification in building trade, State of Oregon Electrical license and Level II Building Operation certification. Additional training or experience in security measures and techniques.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, push, pull, twist, bend, climb, kneel, lean, stoop, balance, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds. Manual dexterity and coordination are required over 80% of the work period while operating hand and power tools and other building maintenance and custodial equipment. Must be available to act as an Emergency Responder. May be required to work weekends and evenings.

WORKING CONDITIONS: The work period is approximately 80% indoors and 20% outdoors with exposure to all weather conditions and associated hazards of building maintenance occupation.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function of this position, may provide training to new staff as appropriate.

SUPERVISION RECEIVED: Works under the general supervision of the Chief of Police.