



## CAREER OPPORTUNITY

Job # 201728  
Opens: 09/01/17  
Open until filled

**TITLE: Facilities Maintenance Coordinator**  
**CLASS: Facilities Maintenance Coordinator**  
**General Administration**  
**Regular Full-time (40 hrs/wk)**

*Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: [www.ocwcoq.org](http://www.ocwcoq.org).*

### **GENERAL INFORMATION**

OCWCOG is seeking a highly motivated and proactive individual to provide maintenance, general support and safety in maintaining OCWCOG owned and leased office building(s), facility grounds and equipment.

This recruitment may close at any time without advance notice at the discretion of the agency after a sufficient number of qualified candidates have applied. Screening will begin as early as **September 13, 2017**. We cannot guarantee that we will review applications received after this date.

This position is represented by the Service Employees International Union (SEIU) Union.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

### **DUTIES AND RESPONSIBILITIES**

#### ***Building Oversight & Responsibility***

- Assesses building repairs and fixes, or makes arrangements with appropriate contractors to have repaired for two OCWCOG owned buildings and property.
- Works with property manager for maintenance and repairs needed for leased facilities.
- Works closely with all required local and state organization (i.e. fire, police, building inspections, planning, etc.) to ensure compliance and appropriate building oversight.
- Provides consultation to management as to the design feasibility of construction modifications.
- Provides consultation to management as to space planning, including determining potential for leased space.
- Monitors and updates space allocation for budgeting/costing purposes.
- Functions within the confines of budget guidelines.
- Responsible for furniture inventory, coordinating with the Deputy Director and Finance on procurement and disposal of furniture and equipment.
- Works with commercial realtors to procure lessors.

#### ***Maintenance and Repair***

- Follows State of Oregon Procurement regulations to obtain appropriate building and grounds maintenance contractors and makes recommendations to the Deputy Director.
- Maintains and coordinates grounds maintenance (i.e. sprinklers, vegetation, parking lot, etc.)
- Maintains professional appearance of building exterior and parking lot. Works with appropriate contractors and provides oversight, as needed.
- Makes uncomplicated repairs (i.e., unclogging sinks and/or toilets, repairing leaky faucets, etc.); replaces light bulbs in ceiling or outdoor fixtures, occasionally repairs and paints interior

## Facilities Maintenance Coordinator (Cont.)

walls as needed.

- Designs, assembles/disassembles and makes adjustments and repairs to furniture purchased from various manufacturers in accordance with local/state/federal regulations (i.e. ADA, OSHA, etc.)
- Oversees and directs the work of temporary contract labor as required.
- Evaluates subcontract personnel to ensure maximum productivity and cost effectiveness in accordance with new/established agreements and makes changes as required.
- Performs and coordinates a variety of building trades including carpentry, plumbing, electrical, painting, etc.  
Coordinates with the Deputy Director and the Contracts Specialist the terms of contracts and provides regular updates as needed.
- Maintains facility binders and schedule of maintenance, repairs, contacts and costs associated with these activities. Monitoring functionality and ability to sustain what is required within budget restraints.
- Continuously monitors and evaluates HVAC units.

### ***Security and Safety***

- Responsible for physical security of facilities which includes maintaining computerized database for coded door locking system and contacting security data center to activate and deactivate Prox cards.
- First point of contact with security and emergency personnel when building safety and/or security has been compromised.
- Schedules all required building inspections including, but not limited to, fire extinguishers, elevators, alarms, backflow, building improvements, etc.

### **OTHER JOB DUTIES**

- Works with and serves in an advisory capacity on the safety committee to ensure a safe and healthy working environment in accordance with local, state and OSHA regulations.
- Performs other related duties as assigned by supervisor.

### **WORKING CONDITIONS**

The position requires incumbent to perform hard physical work. Work requires regular operation of light equipment, use of hand and power tools. Activity and types of duties performed require manual coordination and dexterity. Frequent travel may be required to pick up supplies or visit other OCWCOG buildings. Some evening and weekend work may be required during scheduled projects, or in the event of a building emergency or security breach.

The Physical and Mental demands of the job are fully described on pages 6 and 7 of this posting.

### **TO QUALIFY**

Your OCWCOG application form will be reviewed to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

### **MINIMUM QUALIFICATIONS:**

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following: High school diploma or equivalent plus three (3) years of experience in property management or facilities operations; Or, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the duties of the job. Strong negotiation and project management skills desirable.

**LICENSES, CERTIFICATES, & OTHER REQUIREMENTS**

Possession of a Valid Oregon Driver's License, and have reliable transportation in order to travel throughout the three-county area.

Must successfully complete a criminal background check.

**SALARY and BENEFITS:** Starting salary is 17.85 - \$19.70/hr. (DOE), plus a generous benefit package including fully paid medical, dental, vision, life, and long-term disability insurance; generous paid leave; tax deferred plans; and fully paid retirement benefits.

**REQUIREMENTS FOR APPLYING:**

Submit signed application, supplemental questions, resume, and cover letter to Human Resources by the first screening date listed above describing your experience, training, and what it would mean to you professionally to have the opportunity to engage in this position.

**HOW TO APPLY:**

Applications and detailed job description is available at [www.ocwcog.org](http://www.ocwcog.org)

If you qualify, submit signed application and required materials listed in the requirements for applying.

**SUBMIT TO:**

Oregon Cascades West Council of Governments  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

If your OCWCOG application demonstrates that you meet the MINIMUM QUALIFICATIONS section of this announcement, you must answer the following supplemental questions.

Use a separate sheet (s) of paper. Limit your response to no more than one typed page per question. Write down any work experience (paid or unpaid) related to each question. Be sure that the jobs where you gained the experience described in your answers are listed in the work history portion of the OCWCOG application form. Attach the answer sheet (s) to your application. If there are several parts to a question, answer each part separately. Number your answers to agree with the question

**Supplemental Questions: 201728**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Please explain your working experience in facilities and maintenance, including making minor repairs, landscape maintenance, etc.
2. Please explain your experience in property management as it pertains to the job and whether or not your experience is in commercial or residential properties.
3. Describe your level of familiarity and experience in HVAC. Electrical, and plumbing theory.
4. Describe your experience in dealing with building emergencies, and building safety and security.
5. This position works closely with multiple contractors and outside vendors for maintenance services. Describe your direct experience working with contractors, including coordination of work, the number of contractors you have worked with at one time, and negotiating contracts.
6. Describe your experience in working with systems furniture, including the different brands, designing space, and assembling/disassembling,
7. Do you meet the requirements needed to perform the job of holding a valid Oregon Drivers License **and** having reliable transportation?  YES  NO

**EQUAL OPPORTUNITY EMPLOYER**

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Facilities Maintenance Coordinator**  
Position Classification: Facilities Maintenance Coordinator  
Department: General Administration  
Reports to: Deputy Director

**SUMMARY OF POSITION**

Provides maintenance, general support and safety in maintaining OCWCOG owned and leased office building(s), facility grounds and equipment. Performs uncomplicated repairs, minor exterior maintenance, moving and adjusting equipment and materials, and shipping/receiving of materials. Contracts for repairs, maintenance and landscaping work which require skills, time or manpower beyond the capacity of the Facilities Maintenance Coordinator.

**ESSENTIAL JOB DUTIES**

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Demonstrates an ability to identify and, consistent with state law and OCWCOG rules, contract with for services beyond his capacity to supply. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

***Building Oversight & Responsibility***

- Assesses building repairs and fixes, or makes arrangements with appropriate contractors to have repaired for two OCWCOG owned buildings and property.
- Works with property manager for maintenance and repairs needed for leased facilities.
- Works closely with all required local and state organization (i.e. fire, police, building inspections, planning, etc.) to ensure compliance and appropriate building oversight.
- Provides consultation to management as to the design feasibility of construction modifications.
- Provides consultation to management as to space planning, including determining potential for leased space.
- Monitors and updates space allocation for budgeting/costing purposes.
- Functions within the confines of budget guidelines.
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***Maintenance and Repair***

- Follows State of Oregon Procurement regulations to obtain appropriate building and grounds maintenance contractors and makes recommendations to the Deputy Director.
- Maintains and coordinates grounds maintenance (i.e. sprinklers, vegetation, parking lot, etc.)
- Maintains professional appearance of building exterior and parking lot. Works with appropriate contractors and provides oversight, as needed.
- Makes uncomplicated repairs (i.e., unclogging sinks and/or toilets, repairing leaky faucets, etc.); replaces light bulbs in ceiling or outdoor fixtures, occasionally repairs and paints interior walls as needed.
- Designs, assembles/disassembles and makes adjustments and repairs to furniture purchased from various manufacturers in accordance with local/state/federal regulations (i.e.

## Facilities Maintenance Coordinator (Cont.)

ADA, OSHA, etc.)

- Oversees and directs the work of temporary contract labor as required.
- Evaluates subcontract personnel to ensure maximum productivity and cost effectiveness in accordance with new/established agreements and makes changes as required.
- Performs and coordinates a variety of building trades including carpentry, plumbing, electrical, painting, etc.  
Coordinates with the Deputy Director and the Contracts Specialist the terms of contracts and provides regular updates as needed.
- Maintains facility binders and schedule of maintenance, repairs, contacts and costs associated with these activities. Monitoring functionality and ability to sustain what is required within budget restraints.
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### ***Security and Safety***

- Responsible for physical security of facilities which includes maintaining computerized database for coded door locking system and contacting security data center to activate and deactivate Prox cards.
- First point of contact with security and emergency personnel when building safety and/or security has been compromised.
- Schedules all required building inspections including, but not limited to, fire extinguishers, elevators, alarms, backflow, building improvements, etc.

### **OTHER JOB DUTIES**

- Works with and serves in an advisory capacity on the safety committee to ensure a safe and healthy working environment in accordance with local, state and OSHA regulations.
- Performs other related duties as assigned by supervisor.

**SUPERVISION RECEIVED:** Receives general supervision from the Deputy Director.

### **SUPERVISORY RESPONSIBILITIES:**

While supervision is not a responsibility of this position, the employee may be responsible for coordinating, overseeing, assisting, and assigning some of the work activities of others including interns and contractors.

### **MENTAL & PHYSICAL JOB SKILLS**

***R = Rarely (< 1%)***  
***F = Frequently (34% - 66%)***

***O = Occasionally (1% - 33%)***  
***C = Continuously (67% - 100%)***

#### **Mental**

(C) Interpersonal Skills		
(C) Basic Math (add, subtract, multiply, divide)		
(O) Advanced Math (analysis, statistics, significant data or number manipulation)		
(F) Written English Communication		
(C) Coordination of Multiple Tasks	(C) Initiative	(C) Detail/Accuracy
(F) Reasoning/Judgment/Decision Making	(F) Creativity	(O) Brainstorming/Concept
(O) Research	(C) English Comprehension	(C) Memory
(C) Organization/Planning	(F) Adapting to Constant Change	(F) Teamwork
(C) Timeliness	(R) Presentation/Teaching	(R) Selling
(O) Negotiation	(R) Client/Service Skills	(O) Persuasion
(R) Mentoring	(O) Management of Stress	

**Physical**

- |  |                                |                       |                             |
|--|--------------------------------|-----------------------|-----------------------------|
| (F) Standing                               | (O) Sitting                    | (F) Walking           | (F) Stooping                |
| (F) Kneeling                               | (O) Crawling                   | (O) Climbing          | (F) Talking                 |
| (C) Hearing                                | (O) Reaching                   | (F) Handling          | (F) Eye/hand coordination   |
| (F) Tasting/smelling                       | (C) Vision (1-10 ft)           | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Computer/Keyboard/mouse track ball use | (O) Acute Color                |                       |                             |
| (O) Pushing <u>50 lbs/day</u>              | (O) Pulling <u>50 lbs/day</u>  |                       |                             |
| (O) Lifting <u>50 lbs/day</u>              | (O) Carrying <u>75 lbs/day</u> |                       |                             |

**WORKING CONDITIONS**

The position requires incumbent to perform hard physical work. Work requires regular operation of light equipment, use of hand and power tools. Activity and types of duties performed require manual coordination and dexterity. Frequent travel may be required to pick up supplies or visit other OCWCOG buildings. Some evening and weekend work may be required during scheduled projects, or in the event of a building emergency or security breach.

**MINIMUM QUALIFICATIONS**

**Experience & Training**

High school diploma or equivalent plus three (3) years of experience in property management or facilities operations; Or, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the duties of the job. Strong negotiation and project management skills desirable.

**Knowledge, Skills and Abilities.**

- Knowledge of work related safety regulations and practices including hazardous materials and working at extreme heights;
- Knowledge of HIPAA rules around confidentiality;
- Knowledge and proficiency in the use of Microsoft Office software, including but not limited to, Word, Excel, Access, and PowerPoint;
- Familiarity with the operation and safety precautions involving hand and power tools;
- Familiarity with HVAC, electrical, plumbing theory;
- Ability to make uncomplicated repairs to commonly used equipment/fixtures;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to make judgment calls on when to proceed and when to consult others;
- Ability to handle and prioritize multiple tasks;
- Ability to work independently, organize and structure own work, and exercise initiative;
- Ability to analyze data and problem solve;
- Ability to cope with multiple deadlines;
- Ability to effectively communicate both orally and in writing including capacity to understand content of contracts and technical specifications;
- Ability to pay attention to detail; and,
- Excellent interpersonal skills with the ability to exercise a high level of professionalism, confidentiality, and diplomacy.

**Licenses, Certificates, & Other Requirements**

Possession of a Valid Oregon Driver's License, and have reliable transportation in order to travel throughout the three-county area.

Must be able to successfully pass a criminal history background check.

Facilities Maintenance Coordinator (Cont.)

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Rev 8/17