

**Oregon State Legislature  
Facility Services Specialist  
Job Description**

<b>Classification Title</b>	Facility Services Specialist		
<b>Job Code:</b>	9834	<b>Job Family:</b>	Legislative
<b>Pay Grade</b>	04	<b>Date Reviewed:</b>	
<b>FLSA Status</b>	Non-Exempt	<b>Date Revised:</b>	12/2020

## **GENERAL SUMMARY**

Performs all tasks related to building maintenance, including carpentry, painting, plumbing, various repairs, moving furniture, Completes work orders as assigned each day. May perform other duties, such as set ups and tear downs for special events.

## **REPORTING RELATIONSHIPS AND TEAM WORK**

Reports to the Facility Trades Supervisor.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Reviews daily work orders and plans out day to coordinate with scheduled building activities.
2. Checks out keys and security access badges to subcontractors; monitors subcontractor work.
3. Inspects interior and exterior of building for maintenance needs and safety concerns, such as ice, snow, or vandalism; takes appropriate action to remove hazards; and adjust flags.
4. Completes work orders by repairing and maintaining plumbing, lighting, doors, door mechanisms, windows, furniture, floor coverings, stone, ceilings, and walls.
5. Performs preventative maintenance and responds to and triages received radio calls.
6. Moves members' personal items, furniture, artwork, and office supplies.
7. Assists trades with major construction and repairs, such as maintaining and installing roofs, siding, floors, walls, windows, shelves, cabinets, and associated hardware. Assists in painting and plastering projects.
8. Maintains inventory of equipment, tools and supplies.

9. Performs set up and tear down for events and activities. Sets up House and Senate Chambers, Tribal Days events, hearing rooms, common areas, and outside grounds. Delivers furniture to and reconfigures these spaces.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Techniques to safely and more easily move equipment and materials
  - General building maintenance and repair techniques and methods
  - Materials, methods and tools involved in the construction, maintenance, and repair of historic buildings
  - Environmental and safety hazard precautions
  - State and local codes and preservation requirements
  - History, procedures, and flow of House and Senate operations
  - Appropriate decorum and protocol for House and Senate Chambers
  - Location and function of all needed materials and equipment
  - Troubleshooting and building repair techniques
  - Safe and efficient methods for moving materials and equipment to and from venues
  - Room capacities and safe set-up parameters, particularly for ADA compliance and ease of access for people with disabilities
  - Fire Codes and emergency evacuation requirements
  - Inter-tribal issues and methods to structure their events to ensure equity
- **Skill in:**
  - Identifying the nature of repair and maintenance problems
  - Operating various power, hand and pneumatic tools
  - Performing semi-skilled tasks of various trades
  - Written and verbal communication
- **Ability to:**
  - Organize space
  - Plan and manage time, prioritize tasks
  - Operate a forklift

## **MINIMUM JOB REQUIREMENTS**

High School diploma or G.E.D. equivalency and three (3) to five (5) years of related experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having move objects.