



City of Baker City, Oregon

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CITY OF BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

Classification

BCEA

Non-exempt

Public Works Supervisor/City Engineer

Department: Public Works-Shop

Date

February 2018

Salary Grade/Level/Pay Range

PW6/Base-4/\$3,558 - \$4,123

Reports to

FACILITIES SPECIALIST I

JOB DESCRIPTION**Summary/Objective**

Oversee and participate in the maintenance of city owned facilities, which includes the repair and minor construction of City buildings and grounds. Some of the duties include: cleaning and repair of the heating and cooling systems, repairs of the plumbing and electrical systems, custodial work, remodel, and painting. Assign and coordinate community service workers, prioritize work and coordinate employees and workers for projects, review daily work activity, ensure necessary materials and equipment are available, offer technical and physical assistance as needed, and determine best solutions for maintenance problems as they arise. Ensure that work is completed according to policy and procedure.

Supervision Received

This classification works under the direction of a Public Works Supervisor/City Engineer. Tasks may be routine or non-routine as needed and will be reviewed for conformance to department policies and procedures.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform and/or plans, coordinates, assigns, supervises, reviews and inspects repair work at City owned facilities (HVAC systems, custodial work, remodel, painting, plumbing, electrical etc.).
2. Perform basic grounds maintenance to areas surrounding City buildings including removal of snow and ice from steps and walks.
3. Inspect building areas; assess needs to ensure buildings and grounds are in compliance with federal, state and local codes and regulations. Participate in long-range preventative maintenance planning.
4. Establish and maintain a record and reporting system for asset maintenance through the use of computer programs such as Manager Plus, Excel or Word.
5. Understand and maintain municipal swimming pool and pool building HVAC systems, domestic hot water system and pool heating and filtration systems in conjunction with specialized contractors.
6. Assist departments with furniture moving, meeting room set-up and special deliveries.
7. Adhere to OSHA, Oregon D.E.Q. regulations, and Baker City's safety standards including the Confined Space Entry Permit policy. Knowledgeable in the use of the City's gas detection equipment.

Other Identified Task Statements/Duties

1. Perform the duties of Utility Worker II in all Public Works departments as assigned or as work demands, particularly during construction season.
2. Other duties as assigned.

Knowledge, Skill, and Abilities

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

Knowledge:

- The location of City owned facilities and systems;
- City and OSHA safety regulations and requirements and their application to work areas and assignments;
- Building maintenance, repair and alteration procedures, techniques and processes;
- Building, electrical, mechanical, plumbing, alarm, security and sprinkler systems;
- Proper use of personal protection equipment as it relates to construction activities;

Skill:

- Operate motor vehicle (current Oregon driver's license with good driving record for insurance purposes);
- Use personal computer and available software for required time tracking and asset maintenance tracking;
- Coordinate services, activities and projects with contractors;
- Operate hand tools, power tools and equipment.

Ability to:

- Learn departmental policies and procedures;
- Understand and follow written and oral instructions;
- Work harmoniously with public, co-workers, subordinates and supervisors;
- Learn supervisory techniques and methods;
- Manage building maintenance functions according to standards;
- Maintain vehicle, tools, and equipment used to perform tasks;
- Use common hand and power tools safely and effectively to perform assigned tasks;
- Effectively and positively communicate, verbally and written;
- Read, write and speak English;
- Perform recurring tasks with little or no supervision and make decisions independently in accordance with departmental policies and procedures;
- Operate communication equipment including telephone and 2-way radio system;
- Maintain good physical condition that allows performance of assigned tasks in efficient and timely manner;
- Handle verbal abuse and abusive language from public;
- Physically manipulate large and heavy pieces of equipment, materials and/or tools;
- Work under pressure
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making
- Exhibit positive public relations, attitude and leadership skills;
- Properly handle and accept responsibility for materials, supplies, tools and equipment assigned.

Supervisory Responsibility

May act as lead to supervise Public Works employee(s) as required, reviewing work for conformance to department policies and procedures and may act as a supervisor of community service workers on City projects.

Work Environment

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places; will be required to enter confined spaces, and is occasionally exposed to untreated wastewater, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance; stoop, kneel, crouch, or crawl; and smell; pull, push and throw.

The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full time position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m., 40 hours per work; may be required to work overtime. Residency must be within 20 minutes response time to City Hall.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

Minimum Qualifications:

Experience with computers and Microsoft Office products and five (5) years progressively responsible work experience in building maintenance or construction, or any combination of experience and educational training that demonstrates provision of the knowledge, skills and abilities listed above.

Preferred Education and Experience:

Post Secondary education/training; applicable trade certifications; experience with asset management software and have a Limited Maintenance Electrician's (LME) license.

Additional Eligibility Qualifications

1. Must possess or be able to obtain a valid and appropriate state driver's license prior to employment, and obtain a Class B Commercial Drivers License (CDL-Manual) within six (6) months.
2. This position is subject to the City of Baker City Drug and Alcohol Testing Policy.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EEO Statement

Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

Director _____

HR _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____