



THE OREGON
HISTORICAL
SOCIETY
FOUNDED 1898

Job Description

Job Title: Facilities Technician

SUMMARY

The position of Facilities Technician requires technical experience and skills, including quick and accurate analytical and creative problem-solving skills. Facilities engineering problems are often unique to particular structures, especially if they are not, or have not been, properly maintained. Engineering services management frequently involves situations requiring timely and cost-effective responses to emergencies, especially equipment breakdowns and system failures. The position of Facilities Technician involves daily decision-making with a high degree of complexity due to the need for diagnostic evaluation of equipment failure and decisions regarding appropriate course of remedial action. Work is performed independently based on acquired skill and training. Work is verified where necessary by outside audit through local government licensing and certification inspections. Errors could result in major property loss or damage to collections, reduced building access, poor sanitary or safety conditions, personal injury, or death.

The Facilities Technician is responsible for determining and implementing engineering services priorities and work schedules at OHS and GSF, including recommendation of purchasing necessary parts and equipment. Facilities Technician is responsible for suggesting what tasks can be done internally, and/or initiating that work. Facilities Technician is responsible for drafting specifications, securing bids and supervising contract vendors when necessary he/she Facilities Technician is responsible for ensuring that engineering service work is performed correctly and in a timely manner and ensuring that timely and accurate records of maintenance work are maintained; for maintaining adequate inventories of engineering maintenance and custodial materials, parts, and supplies on hand to ensure uninterrupted performance of maintenance and custodial tasks .

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary Goals:

- Responsible for performing general maintenance work and individual tasks as assigned by the Director of Facilities and/or the Facilities Manager.
- Responsible for assisting OHS security staff with implementing the policies and procedures of the OHS Security Program.
- Responsible for backup day shift custodial duties as assigned by the Director of Facilities.

Primary Tasks:

- Implements recommendations for improving maintenance policies, procedures, and materials.
- Ensures safe and proper use of maintenance equipment and materials, keeping said equipment clean and in good operating order, and advising Facilities Manager about equipment, supplies, and materials needs, and safe and secure control of inventories of same.
- Conducts maintenance; including but not limited to, lamp change-outs, minor carpentry, motor pool vehicle maintenance, and HVAC maintenance (cleaning) tasks.

- Conducts special projects as needed including: exhibit installation, painting, landscaping and pressure washing.
- Monitor the location and condition of all OHS event equipment (tables, chairs, platforms, floor mats).
- Supports Facilities Manager and/or the Director of Facilities.

Percentage of Time Allotted:

75%	Periodical Routine maintenance
10%	Housekeeping / program support
5%	Review & revision of maintenance tasks work plans
5%	Major improvements
5%	other duties as assigned

SUPERVISORY RESPONSIBILITIES

Position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent. Minimum of 5 years experience in general maintenance/custodial work; background experience must show knowledge skills and abilities in general tools, equipment, and materials as well as some limited knowledge of general mechanical, electrical and plumbing maintenance issues relating to custodial work.

LANGUAGE SKILLS

Requires written and oral communication skills and the ability to read, analyze, and interpret general administrative documents. Ability to effectively present information and respond to questions from groups of managers, visitors, donors and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as, percentages, area, circumference, and volume. Ability to work with penciled sketches, blueprints, and written instructions. Ability to estimate materials required for assigned tasks, ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Basic computer skills are essential: Microsoft Office Suite. Must be able to communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Excellent organizational and project management skills are essential. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to learn basic security guard procedures and practices. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS & OTHER REQUIREMENTS

Valid driver's license and the ability to pass a background check.

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 talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must consistently lift and/or move up to 40 pounds to assist Facilities staff with event set-up. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. A flexible schedule that can include night and weekend work is essential.

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.

The noise level in the work environment is usually moderate. Will be required to be on call 24 hours a day, 7 days a week as part of the OHS Emergency Response Team for building systems/envelope and collection-management related emergencies at the discretion of the Director of Facilities.

Position submitted by: _____

Date: _____

Approval: _____

Date: _____

