

POSITION DESCRIPTION

Position Title:	Facilities Technician	Department/Unit:	Facilities
Classification:	Facilities Technician I	Status (exempt or non-exempt)	Non-exempt
Salary/Grade:	C 6-10 (13.16 to 14.24 per hour)	Reports To:	Facilities Manager
Percentage	100 % and 50%	Annual/Academic year	Annual year

Oregon Coast Community College (OCCC) is shaping the future of higher education in Lincoln County.

Our mission is “Shaping the future through learning”. We are on the path to independent accreditation and we have plans for expansion to further fulfill our mission of “Shaping the future through learning”.

In support of our mission, all OCCC employees demonstrate commitment to:

- Participation in cross-functional collaboration across the College.
- Continuous improvement.
- Understanding that student success is at the center of every staff position at the College.
- Having an entrepreneurial mindset and propensity to “see what is possible.”
- Exhibit collegiality and respect for everyone.
- Being excited about and committed to advancing OCCC’s future: independent accreditation, growth and a great place to work.

POSITION SUMMARY

Under the supervision of the Facilities Manager and the lead of the Facilities Lead, this position is responsible for maintaining clean and orderly building environments at the College’s three locations. This position works independently and may work nights, weekends and holidays.

DUTIES & RESPONSIBILITIES

Custodial

- Cleans, dusts and polishes lighting fixtures, horizontal and vertical surfaces, pipes, screens and handrails
- Cleans classrooms, offices, hallways, common areas, lounges, restrooms, corridors, elevators, stairways and other work areas
- Sweeps, scrubs, waxes and polishes hard floor surfaces
- Cleans or vacuums rugs, carpets, upholstered furniture, and window coverings (blinds, etc.)
- Polishes metalwork and dusts furniture and equipment
- Washes walls, ceilings, woodwork, windows, sills and door panels
- Empties waste baskets and recycling bins
- Transports trash and waste to disposal area
- Replenishes restroom supplies

Set Up Event

- Sets up tables, chairs and equipment in a variety of settings for special events and normal campus activities

Facilities Related Activities

- Transports small equipment or tools between departments and /or campus locations

Miscellaneous

- Other duties as assigned.

The list of essential functions is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

SUPERVISES THE FOLLOWING STAFF

No supervision but may direct the work of student workers and/or SEALs.

EDUCATION & EXPERIENCE

Minimum Qualifications:

- One-year work experience in facilities and/or custodial related position
OR
- Any combination of education, training and experience that provides the required knowledge and abilities to perform the essential job functions
- Attention to detail
- Ability to work a flexible schedule
- Must be able to work nights, weekends and some holidays
- Microsoft software competent

Preferred Qualifications:

- 2+ years' work experience in facilities and/or custodial related position
- Proficiency with Microsoft software

Knowledge, Skills, Abilities and Personal Qualifications:

- Must have knowledge of standard custodial practices, procedures and techniques.
- Must have demonstrated knowledge of standard equipment, tools, solvents, disinfectants, detergents, and polishing agents that are customarily used for purposes of building cleaning and maintenance.
- Must understand and be able to apply safe work practices.
- Must pass a criminal background screen.
- Willingness to be open to learning and growing.
- Appropriate maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Must be able to work independently.

WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to walk distances; use hands and finger to handle, or operate computers, objects, tools, or controls; and reach with hands and arms. The employee is required to have the ability to talk and hear.

The employee must occasionally lift, and/or move up to 50 pounds and occasionally move or lift up to 100 pounds, climb and work from ladders, stand for long periods of time and operate machinery. Specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.

The position may require frequent bending, stooping and walking. Work is both indoors and outdoors with exposure to various weather conditions. There is also exposure to dust and harsh chemicals that if not handled properly may present a health hazard.

The position involves shift work and duties may require travel between College locations.

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.

Oregon Coast Community College is an equal opportunity educator and employer.

Position description should be reviewed annually, updated and new signatures obtained when changes are made to the position description.

Employee Signature

Date

Employee Name (Please Print)

Supervisor Signature

Date

Supervisor Name (Please Print)

HR USE ONLY:

Position Number:	