



Position Title: Maintenance Person
Organizational Level: Specialist
Duration/Status: Regular, full-time (32-40 hours per week). This position is not exempt from overtime.
Pay Range: \$22.50/hr. – \$25.50/hr. DOE and benefit package including health, dental, vision, retirement.
Requirements: Must pass background check and drug screening upon hire.
Submission Detail: First review of applications begins Friday, July 16, 2021. Position open until filled. Submit application materials electronically to ncrd@ncrdnehalem.org, by mail to NCRD, PO Box 207, Nehalem, OR 97131, in person to NCRD Welcome Center at 36155 9th Street, Nehalem.

A completed Application for Employment and a Supplemental Questionnaire must be submitted to be considered for the position. Failure to complete both documents will disqualify the applicant from the recruitment process.

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

GENERAL DESCRIPTION

Under general supervision, the **Maintenance Person** works primarily independently and is responsible for maintaining heating and water systems and performs routine building maintenance and minor grounds keeping functions for all North County Recreation District facilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Executive Director and Assistant Executive Director. Incumbents of this position do not routinely exercise supervision.

Principal Duties:

- Requisitions appropriate materials and supplies. Schedules tasks to accomplish best results in limited time.
- Checks facility calendar often, noting activities and future events to efficiently schedule duties.
- Maintains heating and water systems by performing the following:
 - a. Heating system includes: an oil-fired boiler, controls, pumps, valves, heat exchanger, etc. Water systems include fire sprinkler system, water heater system, and swimming pool pump/filter system.
 - b. Monitors these systems, identifies and resolves minor problems, makes recommendations for repair without benefit of detailed schematics and/or instructions from the manufacturer.

- Performs a wide range of maintenance tasks as follows:
 - a. Painting, plastering, refinishing.
 - b. Facility, furnishings, and equipment maintenance and repair (such as fixtures, doors, locks, windows, tables, chairs, cabinets, and small appliances).
 - c. Minor electrical tasks (such as resetting circuit breakers, changing light bulbs, maintaining security lighting and other tasks not requiring electrical contractor licensing).
 - d. Minor plumbing repair (such as repairing minor water and steam leaks, repairing and replacing showers, sinks, water fountains, and water heaters, and other tasks not requiring plumbing contractor licensing).
 - e. Maintains inventory and proper storage of all maintenance tools and materials to include proper recycling and disposal of all refuse.

- Performs grounds upkeep tasks as follows:
 - a. Haul debris, remove/treat snow and ice, maintain and clean gutters, paint parking lot lines.
 - b. Performs minor building and roof repairs.
 - c. Mows and cuts weeds at NCRD Campus, Rex Champ Field and Riverside Park.

- Assists in ongoing Security/Safety Programs by performing the following:
 - a. Inspects, replaces, and maintains fire extinguishers. Inspects and performs routine maintenance of sprinkler system.
 - b. Periodically inspects entire facility for possible hazardous situations, vandalism, storm damage, etc.; keeps log of inspections; and reports results to Executive Director.

- Performs other job-related duties as assigned.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary to maintain a 100-year old public building. A typical way of obtaining the required qualifications is to possess the equivalent of some relevant experience in the areas of general facilities repair and maintenance, including repair and maintenance of pump and boiler systems.

License/Certificate:

Possession of a valid Oregon driver's license required at the time of appointment and reliable transportation and a good driving record is required. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of, or the ability to obtain, a certification in First Aid and CPR (AHA or ARC).

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

1. Demonstrated proficient in broad range of repair skills.
2. Knowledge of maintenance tools and materials.
3. Knowledge of building electrical and heating systems.
4. Knowledge of basic carpentry and facilities repair.
5. Ability to work flexible schedule and be on call for emergencies.
6. Demonstrates initiative, yet able to take direction.
7. Ability to read, write, and utilize basic mathematical functions.
8. Demonstrated attention-to-detail and strong work ethic.
9. Ability to pass the required background check.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The position requires heavy lifting up to 100 pounds with only the use of a hand truck. It involves placing and removing items from above-the-head shelving. The position involves bending, stooping, crouching, climbing, twisting, and turning. Also required is the ability to work in tight places; at heights (on ladders, roofs); and above-the-head on a recurring, repetitive, and often continuous basis. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 100 pounds or more is also required. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants and require the use of personal protective equipment. The nature of the work may also require the use power and noise producing tools and equipment. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: North County Recreation District reserves the right to change, reassign, or combine job duties at any time. All skills and tasks are considered essential. This job description is intended to illustrate the general nature and level of work expected.



Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please request Veterans Preference Form.			

EDUCATION/PROFESSIONAL CERTIFICATIONS			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

REFERENCES – Please list three professional references.	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

DISCLAIMER AND SIGNATURE	
<p>By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.</p>	
Signature	Date

Pre-employment substance screening may be required.

American with Disabilities Act accommodations will be provided upon request.

North County Recreation District is an Equal Opportunity Employer



RELEASE AND WAIVER

Applicant's Name	Date
------------------	------

Important: Please read carefully and initial each paragraph before signing.

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: _____

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: _____

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: _____

I have read, understand, and agree with all the above statements.	
Signature	Date

<i>Office Use Only</i>	
<i>Application Received by:</i>	<i>Date</i>



Supplemental Questionnaire - Maintenance Staff

A completed Supplemental Questionnaire must be submitted along with a completed NCRD Application for Employment to be considered for the position. Failure to complete both documents will disqualify the applicant from the recruitment process.

Please provide a response to each question. Please limit your response to two pages.

1. What interests you about this job?

2. What experience do you have in maintenance or construction work?

3. The public who use our facilities are our customers. With this in mind, what would "good customer service" mean to you?

4. What experience do you have with pool maintenance? Please discuss background with pool chemicals, pumps, and motors.

5. Please describe your background with heat systems including oil-fired boilers, controls, pumps and heat exchangers.

6. Please include any additional information that you would like the hiring committee to be aware of.