



CITY OF GRANTS PASS
invites applications for the position of:

Facilities Maintenance Technician

SALARY:	\$23.26 - \$29.44 Hourly \$4,032.44 - \$5,102.40 Monthly \$48,389.33 - \$61,228.75 Annually
OPENING DATE:	09/27/21
CLOSING DATE:	Continuous
ABOUT THE POSITION:	

Would you enjoy a challenging and rewarding career in facilities operation and maintenance? If so, check out this opportunity to join our team!

The incumbent in this position will:

- Possess at least two years of office building or similar facilities operations experience
- Work independently and in collaboration with contractors and teammates operating and maintaining City owned facilities
- Troubleshoot and repair HVAC and electrical systems and associated equipment
- Perform general building maintenance duties
- Work on facilities related projects including mechanical system upgrades
- Assist in training, guiding facilities staff, seasonal workers and new hires
- Perform and document preventative and predictive maintenance activities

This position is covered in the Teamster bargaining unit and incumbents must live within a 30 minute drive of their regularly assigned work site.



The benefits for this position include, medical, dental, vision and prescription for all qualified family members for premiums of \$115 per month. Time off benefits include vacation and sick leave.

Salary incentives for this position:

\$75 per month for Associate's Degree

\$150 per month for Bachelor's Degree

\$145 per month for Limited Maintenance Electrician's License (from State of Oregon)

\$290 per month for General Journeyman's Electrician's License (from State of Oregon)

**Maximum amount for degree eligible is \$150 and maximum for electrical license is \$290.



The City of Grants Pass is a High Performance Organization that has a well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!

MINIMUM QUALIFICATIONS:

A High School diploma or equivalent with 2 years of building maintenance experience plus 1 year of related specialized or technical training in HVAC, electrical and/or plumbing are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed in the [job description](#).

An Associate's degree or two-year technical training certification in mechanical or electrical trade related to facilities management (i.e. HVAC, electrical, plumbing, and/or fire alarm systems) is preferred.

Licensing Requirements:

- Valid Oregon Driver's License – Class C

The following certifications are *preferred* and may be required:

- Oregon Limited Maintenance Electrical License (LME)
- Oregon Limited Energy Technician
- EPA Universal Refrigerant Handling Certification
- BOMI International System Maintenance Technician (SMT) or Systems Maintenance Administrator (SMA)
- International Facility Management Association (IFMA) Facilities Management Professional (FMP) or Certified Facility Manager (CFM)
- Northwest Energy Efficiency Institute (NEEI) Building Operator Certification (BOC) Level I or II
- Forklift certificate

The following certification is *desirable*:

- Journeyman Certification in related trade, i.e., HVAC, Plumbing or Electrical

Incumbents will be required to obtain CPR certification and Confined Space Entrant, Attendant and/or Supervisor Certification.

Incumbents must be in possession of or have the ability to obtain any certification or license required by City, State or Federal agencies to work in assigned position.

HOW TO APPLY:

Applications and your resume must be completed by the closing date in order to be considered for this position.

Required materials to be attached to your resume are:

1. Resume

RANKING AND SELECTION:

The ranking and selection of applicants to proceed in the process includes: experience, responses to supplemental questionnaire, and meeting minimum qualifications of the position. The initial selection process for this position includes the following steps: application review and oral interview. The final selection process following interview includes the following steps: tentative offer, criminal history check, background/reference check, drug screening and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

EEO/AA

Per Oregon Revised Statutes 408.225 and 408.230, the City of Grants Pass grants preference in hiring and promotion of veterans and disabled veterans as defined by state law. If you are eligible and wish to claim Veterans' preference points, please indicate so on your application. Please note that you need to submit documentation of your eligibility at the time of your application.

Directly related work experience and qualifications will be evaluated alongside others who perform work of comparable character as required by Pay Equity Law.

It is the policy of the City of Grants Pass that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Police Officer applicants must show proof of citizenship with 18 months of hire.

In & Around Grants Pass

The recreational opportunities of the Rogue River are many: jet-boats, rafting, kayaking, paddle boarding, fishing, water skiing, tubing/swimming, gold panning and the 37-mile Rogue Hiking Trail. In addition to our world famous white water Rogue River, nearby mountains provide high-mountain recreational experiences, including snow skiing at Mt. Ashland, multiple access points to the Pacific Crest Trail, snow-shoeing, and ATV trails. Cultural activities center around the Shakespeare Festival in Ashland and the historic town of Jacksonville. Other scenic attractions include: Crater Lake National Park, Oregon Caves National Monument, and the northern portion of the Redwoods. Grants Pass' year-round calendar of events offers something for everyone. And once the sun goes down, the region takes on a life of its own with fine restaurants, theatres and a performing arts center.

Visitor information: <https://travelgrantspass.com/>

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050

humanresources@grantspassoregon.gov

Position #21-55
FACILITIES MAINTENANCE TECHNICIAN
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Facilities Maintenance Technician Supplemental Questionnaire

* 1. We appreciate your interest in becoming a member of the City of Grants Pass' team.

Working in service of our citizens and community is important and we value your time and effort to complete the application process. We have prepared supplemental questions as part of our selection process to assist us in determining if you possess the knowledge, skills and abilities to succeed in the position for which you've applied. These questions should be answered accurately and thoroughly based on your work history. If you are requesting veteran's preference, indicate that you are a veteran AND upload a copy of your DD214 or veteran administration letter indicating your disabled status if applicable. Veteran preference documentation must be submitted by the closing of the announcement. I have read and understood all of the information listed above.

Yes No

- * 2. Give an example of when you have taken ownership of your own professional development.

- * 3. Describe a situation in which you willingly and effectively embraced a new system, process, technology, or idea introduced at work even though the change was a major departure from the old way of doing things.

- * 4. Give an example of an important goal that you set in the past. Tell about your success in reaching it.

- * Required Question