

## OKANOGAN COUNTY COMMISSIONERS

### RESOLUTION 202 - 2022

*A resolution reinstating an existing Maintenance Coordinator position and promoting  
Tim Meadows to fill the position*

(Correction)

**WHEREAS**, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position shall group individual positions into classifications based upon the similarities in job duties and responsibilities; and

**WHEREAS**: Tim Meadows currently fills a Maintenance Tech position for courthouse maintenance department; and

**WHEREAS**: Tim Meadows has shown the skills and ability to assess and prioritize maintenance activities that provide for future benefits, growth, and efficiency of the department; ability to provide oversight of scheduled construction projects; has a broad and thorough understanding of the proper use of tools, including machinery, and construction equipment; the ability to oversee employees engaged in such work; ability to perform long term planning, ability to anticipate and prevent future maintenance problems; ability to appropriately supervise and oversee maintenance workers, and the ability to work independently with minimal supervision; and

**WHEREAS**: it is the desire of Okanogan County to operate as a safe, efficient and well-maintained Courthouse Complex; and

**WHEREAS**: Section 3.3.2 of the County Personnel Manual, states a promotion is an appointment to a position, which has a higher classification and maximum salary rate than the employees present position and further states whenever an employee is promoted, the employee shall be placed at the first step of the new pay range which is at least 5% higher than the prior rate of pay; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Okanogan County Commissioners hereby reinstates a full-time Maintenance Coordinator position (Pos. # MNT009MT2-002) and adopts the Job Description as attachment "A";

**BE IT FURTHER RESOLVED**; by the Board of Okanogan County commissioners that the reinstated position of Maintenance Coordinator be assigned BARS code 001.009.030.518.30.11.09 under the Courthouse Maintenance Department; and

**BE IT FURTHER RESOLVED**, that effective January 6 4, 2023, Tim Meadows is promoted from the position of Maintenance Tech, Grade 14, Step 5, to the new position of Maintenance Coordinator, Grade 18, Step 4; and

**BE IT FURTHER RESOLVED**, that the vacated position of Maintenance Tech, Grade 14, (MNT009MT3-002) will require reauthorization by the Board of Okanogan County Commissioners.

**DATED** at Okanogan, Washington this 20<sup>th</sup> day of December, 2022.

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**


  
\_\_\_\_\_  
Andy Hover, Chairman

  
\_\_\_\_\_  
Chris Branch, Member

  
\_\_\_\_\_  
Jim DeTro, Member

**ATTEST:**



  
\_\_\_\_\_  
Laleña Johns,  
Clerk of the Board



## POSITION DESCRIPTION

---

### TITLE: MAINTENANCE COORDINATOR

**Scope of Responsibility:** Under the direction of the Clerk of the Board, the Maintenance Coordinator is responsible for the coordination of the maintenance activities within the Courthouse complex.

The incumbent is responsible for accomplishing the repair, maintenance and upkeep of county buildings, facilities and grounds. Individuals are expected to be knowledgeable regarding equipment used in building and grounds maintenance and may have particular expertise on specific types of equipment. Individuals should be able to apply practical knowledge of the skill field to resolve problems and contribute suggestions for facility improvements. Requires the incumbent to regularly and routinely communicate with the Clerk of the Board to coordinate with custodial staff. This position requires decision making related to the best use of time, materials and processes used for performing the work, setting work priorities and selecting proper tools and equipment to accomplish the work assignment. The Clerk of the Board provides general supervision.

**Supervisory Responsibility:** Provide supervision and direct the work activities of assigned employees in maintenance. Monitor the use of and assigns jail inmate trustees when available. Supervise subordinates; prioritize, assign and monitor work; evaluate performance; recommend and implement decisions regarding employee selection and discipline; ensure resources are available for operations and train and cross-train staff.

### Essential Functions:

- Plan, assign, monitor, review and evaluate the work of maintenance personnel and contractors performing carpentry, electrical, plumbing, minor mechanical, painting, signs, lock and door repair, furniture moving and repair and general building maintenance duties.
- Inspect buildings, heating and lighting systems, fixtures and other related areas to anticipate future problems and report to supervisor. Perform preventative maintenance activities such as adjusting or replacing belts, filters and related tasks.
- Develop and evaluate on-site procedures and processes to accomplish assigned tasks in accordance with accepted standards and safety considerations.
- Monitor work procedures and work site for compliance with approved safety procedures and use of safety equipment.
- Train and oversee employees in the safe operation of departmental equipment, tools, work techniques and skills. Schedule safety training yearly.
- Work closely with the County Safety Officer to assure that all health, safety and environmental regulations related to the job are being complied with.
- Ensure all assigned equipment and machinery is maintained, repaired, and kept in a safe working condition; maintain a file of operation and maintenance manuals provided by equipment manufacturers.
- Select appropriate equipment and materials to complete work according to specifications, verbal instructions and established procedures.
- Perform routine maintenance of County buildings. Utilize carpentry, plumbing, masonry, electrical and painting skills for completion of facility repair, maintenance and construction projects. Maintain sprinkler and irrigation systems.



- Perform landscape functions including mowing, watering, weeding, trimming, raking, pruning, planting and edging. Requires the use and application of fertilizers, herbicides and pesticides; gas lawnmowers; gas weed eater; and electric trimmer.
- Sweep, shovel and de-ice walkways, sidewalks, stairways and other paths leading to and from buildings and facilities.
- Maintain sprinkler and irrigation systems.
- Operate a variety of light duty maintenance equipment necessary to maintain and repair facilities and grounds. Examples of equipment operated include: pickup, mower, trimmer, table saw, miter saw, drill press, belt sander, airless paint sprayer, cordless/electric drill, masonry hammer drill, and power nail gun.
- In consultation with the Clerk of the Board, purchase necessary materials, supplies and services using appropriate bid procedures. Discuss purchasing problems and issues with vendors and maintenance contractors. Research and gather information on assigned projects and purchases of equipment and tools.
- Ensure that all purchasing, contracting and inspection documents and invoices are submitted in a timely manner to the office of the Clerk of the Board for payment and retention.
- Prepare boilers/air conditioning/water towers, softeners for seasonal change (Drain, Clean, Repair)
- Notify repair and maintenance contractors of equipment and fixture breakdowns when necessary. Confer with contractors performing work to resolve problems.
- Respond to requests, inquiries and complaints from various county offices and the public in a courteous manner. Provide information within scope of knowledge and authority or refer to supervisor.
- Assist with the raising/lowering of US/State flags as assigned.
- Perform custodial tasks in County buildings, including sweeping, mopping and sanitizing rest rooms and replenish supplies, hanging decorations, cleaning and other custodial tasks as assigned.
- Perform other related job functions as assigned.

### **Minimum Qualifications:**

- Three years of work experience in the field of facilities maintenance.
- One year supervisory work experience.
- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

### **Special Requirements:**

- Possession of a valid Washington State Driver License.
- Ability to satisfactorily pass a comprehensive, in-depth background investigation that shows no criminal activity that could directly affect the ability to perform the job.
- Individuals assigned to this position work in the capacity of a confidential employee. Any breach of these terms and conditions of employment may result in immediate discipline, up to and including termination.

### **Knowledge, Skills and Abilities:**

- Knowledge of the principles, practices and techniques of facility maintenance and related tools and equipment.
- Knowledge of methods and procedures for management, organization and supervision.
- Knowledge of safety and environmental hazards and applicable laws and regulations.
- Knowledge of occupational hazards and safety practices and procedures to safely use assigned materials, equipment and tools typically used for routine maintenance and custodial duties.
- Knowledge of health, safety and infection control regulations.
- Knowledge of a wide variety of cleaning materials, methods, equipment and procedures used to perform duties.

- Ability to supervise, plan, organize, assign, coach, motivate and evaluate the work of assigned staff.
- Ability to plan and implement policies, procedures, and ensure compliance with local, state, and federal health and safety regulations.
- Ability to establish and maintain cooperative, effective and productive working relationships using tact, patience and courtesy.
- Ability to operate hand, power-operated tools and equipment.
- Ability to operate motorized equipment to include, but not limited to, push lawn mowers, line trimmers, pressure washers, buffers, floor scrubbers, sweepers, and carpet shampooers.
- Ability to physically perform the essential job functions.
- Ability to appear for scheduled work with regular, reliable and punctual attendance.
- Ability to understand and follow oral and written instructions.
- Ability to complete assigned tasks independently.

### **Physical Demands and Environment:**

The working environment for this position is both indoors and outdoors and of a physically demanding nature. The duties require work outdoors in all types of weather. Requires walking on various types of surfaces including rough terrain, sitting, standing, ability to maintain balance, climb stairs, ladders and inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist; requires a sense of touch, finger dexterity, gripping with fingers and hands, and carrying 50 pounds; ability to operate passenger vehicles, and work with chemicals, exposure to noxious weeds and plants, dust, pollens, insect stings. Requires wearing of safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, safety shoes and rubber boots. Follows infection control practices including hand washing techniques, standard precautions and isolation techniques.

### **Acknowledgements:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ Department Head Signature	_____ Date

Effective Date: 7/1/2014	EEO: 8	Department: Commissioner's Office
Dates Amended: 7/2/2014	Union: None	Division: Maintenance
FLSA Exempt: No	Grade: 18	Pos #: MNT009MT2-002