

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 93-29

Adopting a new personnel classification of Utility Maintenance Specialist.

The Metropolitan Exposition-Recreation Commission finds:

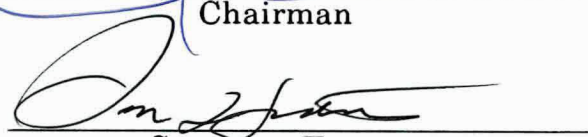
1. That the Intergovernmental Agreement between Metro and Multnomah County to transfer the Expo facilities and employees to MERC necessitates the continuation of duties performed by certain County employees;
2. That MERC does not currently have a classification consistent with those necessary duties;
3. That MERC has the authorization to establish new personnel classifications as needed to manage and operate facilities under its jurisdiction.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission adopts the new Utility Maintenance Specialist Classification.

Passed by the Commission on December 8, 1993.



Chairman



Secretary/Treasurer

Approved As To Form
Daniel B. Cooper, General Counsel

By: 

Mark B. Williams
Senior Assistant Counsel

MERC STAFF REPORT

**Agenda Item: CONSIDERATION OF RESOLUTION TO ADOPT A NEW
UTILITY MAINTENANCE SPECIALIST CLASSIFICATION**

Resolution No. 93-29

Date: December 6, 1993

Presented by: Jeff Blosser/Paula Paris

BACKGROUND: The Intergovernmental Agreement (IGA) between Metro and Multnomah County to transfer the Expo facilities and employees to Metro/MetroERC necessitates the continuation of the duties performed by County employees in the classification of Expo Operations Worker for the Expo to appropriately function. However, MERC does not have a classification consistent with those necessary duties.

Personnel has successfully completed transfer negotiations with AFSCME which includes transferring the Expo operations employees within the existing Utility Lead pay structure. However, a new MERC classification needs to be established which includes the required duties necessary for Expo to function appropriately. That new MERC classification is established as Utility Maintenance Specialist.

FISCAL IMPACT: The need to establish a new classification, with new but essential duties, will necessitate the negotiation of an appropriate new pay range with AFSCME. Metro/MERC is currently in a period of bargaining with AFSCME and will include negotiations of the new classification's pay range within those negotiations.

RECOMMENDATION: We believe these revisions to the classification structure are necessary for the implementation of the IGA, the appropriate functioning of Expo, and the appropriate transfer of Expo employees into the MERC. It is, therefore, recommended that the Commission adopt the new Utility Maintenance Specialist classification.

JOB TITLE: Utility Maintenance Specialist

REPORTING RELATIONSHIP: Operations Maintenance Manager or Maintenance Supervisor

Department: Operations

Wage Category: Union Contract-
Regular

Desc. Source:

Date Analyzed: December 6, 1993

Verified By:

Number of Positions:

Date Verified:

JOB SUMMARY:

Under the direction of the Expo or OCC Operations Supervisor or other supervisory or management staff, performs a variety of semi-skilled maintenance tasks at the Multnomah County Fair and Exposition Center and/or the Oregon Convention Center and assists in the setup and dismantling of shows and exhibits; may be required to be in attendance at events, including weekends, and perform tasks and repairs as necessary. May serve as a lead worker overseeing functional and technical aspects of work performed by new and temporary operations maintenance and technical staff.

JOB DUTIES AND RESPONSIBILITIES (including but not limited to):

- (1) Operates forklift, highlift, pick-up truck, bobcat, farm tractor and attachments, and other equipment; performs routine maintenance on equipment including oil change and lubrication; assures cleanliness of equipment, using steam cleaner when necessary; checks equipment prior to use.
- (2) Prepares and cleans cement floors, dirt floors, and asphalt surfaces using self-propelled sweeping and scrubbing machines and other hand and power equipment. Cleans restrooms and replenishes supplies; cleans show offices and ticket booths.
- (3) Checks and maintains fire protection sprinkler system, and keeps valve hoses free of debris at all times.
- (4) Maintains and operates gas space heaters.
- (5) Performs building repairs, rough carpentry, painting, sprinkler system repair, plumbing, minor vehicle repair, and electrical work at a level less than journeyman, sometimes at considerable heights.
- (6) Assists or directs in the movement, setup and dismantle of bleachers, tie stalls, wash racks, fencing, etc.

- (7) Checks and maintains water pump system; maintains and operates all lawn and garden sprinkler systems.
- (8) Maintains building and grounds security.
- (9) Repairs a variety of emergency situations, such as roof leaks.
- (10) Informs the public and lessees of building rules and polices in a polite and courteous manner.
- (11) Decorates building and grounds with banners, pennants, plastic signs, etc., and changes reader boards as needed to reflect facility events.
- (12) Assist in keeping all lawn areas cut and watered as needed.
- (13) Checks and maintains building emergency generator system.

JOB REQUIREMENTS

- (1) Knowledge of the principles and practices of building and grounds security.
- (2) Knowledge of standard procedures used in building maintenance tasks such as rough carpentry, plumbing, painting, and minor electrical, gas heater, and alarm system repair.
- (3) Knowledge of water pump system maintenance and operation.
- (4) Knowledge of fire protection sprinkler system and valve maintenance procedures.
- (5) Knowledge of minor vehicle maintenance and repair.
- (6) Knowledge of the occupational hazards and safety precautions of maintenance trades.
- (7) Ability to operate and maintain specialized motorized equipment such as forklift, bobcat, highlift, tractor and attachments, and sweeping machines.
- (8) Ability to operate a variety of hand and light power tools in the performance of maintenance tasks in a safe and efficient manner.
- (9) Ability to the learn the basic principles and procedures of plumbing, welding, carpentry, and other specialty trade areas.
- (10) Ability to understand and follow written and verbal instructions.

- (11) Ability to perform moderately heavy manual labor and work at considerable heights.
- (12) Ability to communicate tactfully with the public and tenants under stressful conditions.
- (13) Ability to perform duties without direct supervision.

MINIMUM QUALIFICATIONS:

Minimum of two years of responsible building maintenance and general construction experience, including carpentry and painting. Possession of an appropriate and valid driver's license upon hire date. Willingness to be CPR certified mandatory.