



FACILITY OPERATION SPECIALIST 1

4014

GENERAL DESCRIPTION OF CLASS

The FACILITY OPERATION SPECIALIST 1 plans, coordinates, estimates and schedules routine maintenance projects and upgrades for a facility or location through the coordination of in-house and contracted skilled and semi-skilled trades work.

DISTINGUISHING FEATURES

This class is the first of a two-level classification series. Employees have a working knowledge of facility structural and system needs and the latitude to resolve related problems.

The Facility Operation Specialist 1 is distinguished from the Facility Operation Specialist 2 by the narrow scope and complexity in the coordination of routine maintenance, repair and alteration needs of a facility. Facility Operations Specialist 2 positions do comprehensive budget estimation and tracking and initiation of contracts and their management.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Administration

Implement facilities management policies and procedures through coordination of training and resources for maintenance and operations personnel. Develop, write and present performance, maintenance and cost reports using data captured in work order and maintenance tracking systems. Coordinate the utilization and scope of contract for maintenance services, supplies and equipment. Evaluate cost, time and manpower estimates; and resolve problems between in-house and contract personnel.

2. Facility Preventative Maintenance and Planning

Review, evaluate, and recommend preventive maintenance schedules and upgrades for facility systems, Americans with Disabilities Act (ADA) compliance activities, evacuation plans, energy conservation programs and property damage claim processes. Coordinate routine installation, repair, maintenance and upgrade of facility systems.

3. Property Management

Carry out the lease and rental programs for state owned housing, facilities and grounds by preparing lease documents, approving amendments, extensions, issuing notifications of default or non-compliance, and securing maintenance and support services needed by tenants.

4. Remodel and Structural Maintenance

Identify deficiencies in physical structures, fixtures, electrical and plumbing systems. Develop, recommend and implement plans to correct deficiencies. Evaluate and monitor work in progress and at the time of completion, for conformance to blueprints, schematics, and construction, fire and safety codes.

REALATIONSHIPS WITH OTHERS

Employees have frequent contact with agency staff for consultation regarding ongoing maintenance to discuss problems, exchange information, and respond to requests. Employees have frequent contact with skilled and semi-skilled trades people to schedule, plan and review work. Employees have occasional contact with consultants and general or subcontractors to schedule work. Employees have occasional contact with local building and fire officials to schedule inspections, discuss problems, or ask for interpretations of various codes and regulations. Employees may have occasional contact with landlords or property management companies to discuss the needs for maintenance of a privately owned facility or location.

SUPERVISION RECEIVED

Employees in this class receive general direction from management. Employees independently plan and coordinate the work of skilled and semi-skilled employees and collaborate with senior level trades people to develop project plans.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Group processes, behavior and communication principles.
Communication techniques to bring about agreement between divergent points of view.
Principles of renovation and repair of commercial buildings and their operating systems.
Components of security systems and operation.
Components of energy systems and operation.
Skilled and semi skilled trade practices and procedures.
Service and equipment maintenance requirements.
State and local building codes.

Basic knowledge of:

Management analysis and planning techniques.
Project management principles, processes, and technique.
Methods, techniques, and procedures involved in contract administration and procurement.

Skill to:

Develop service and equipment maintenance contract requirements.
Use a personal computer and software typical to the preventative maintenance, building automation, security and energy systems.
Identify routine problems and review related information to develop and evaluate options.
Schedule routine maintenance on equipment and determine when and what kind of maintenance is needed.
Conduct test and inspections of products, services and processes to evaluate quality and performance.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/2005

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division