



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc – Supervisory
Mgmt Svc – Managerial
Mgmt Svc - Confidential

Agency: The Department of Administrative Services

Division: Enterprise Asset Management

New Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Maintenance & Operations Supervisor; b. Classification No: X4046; c. Effective Date: 01/01/2016; d. Position No: 9940461; e. Working Title: Trades Maintenance Supervisor; f. Agency No: 10700; g. Section Title: Maintenance; h. Budget Auth No: 001262530; i. Employee Name: Vacant; j. Repr. Code: MMS; k. Work Location: Portland/Multnomah; l. Supervisor Name: Jeremy Miller; m. Position: Full-Time, Limited Duration; n. FLSA: Exempt; o. Eligible for Overtime: No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer ("COO"), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

Enterprise Asset Management is comprised of the Facilities Program, including Maintenance, Operations, Planning and Construction Management, and Real Estate Services; the Statewide Fleet Administration and Parking Services Program, and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, for the benefit and optimal use of state government enterprise-wide to support agencies space, travel, and operational needs. We are responsible for cost effective, quality, and efficient asset life cycle management: acquisition, operation, maintenance, and disposal.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Supervise semi-skilled and skilled work in state owned facilities and agency occupied buildings in the Portland area. Plan and develop long-range program objectives and short-range operational goals; analyze program operations for effectiveness of plans and goals. Act as the primary point of contact and provide services to ensure a safe, comfortable, efficient building environment for state employees and the public.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
30%	N	E	<p>Personnel Management Provide leadership and direction for a diversified staff working in the Portland areas. Supervise, hire, monitor performance, develop, coach, discipline and provide direction to employees. Respond to and resolve employee grievances. Assign and plan work. Promote safety training and practices in performance of all work activities. Implement Affirmative Action and Diversity strategies and goals. Structure activities that will promote and foster a diverse workforce and discrimination/harassment- free workplace.</p> <p>Accurately and fairly evaluate employee performance; prepare and deliver annual performance appraisals; develop and monitor performance management plans; monitor work orders on a regular basis to measure productivity against standards; recognize individuals and groups for exemplary work; approve leave and travel expenditures; address personnel issues in a timely manner: appropriately, consistently and fairly. Conduct interviews, select new employees, provide orientation and training for new employees.</p>
25%	N	E	<p>Administration Manage the day to day operations and maintenance services within the Portland area. Use statistical information to make decisions about work-load, staffing and productivity. Evaluate key result areas and</p>

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

			<p>levels of productivity quarterly, or more often as necessary, to assure progress in meeting established goals.</p> <p>Work as a team with the Operations and Maintenance Managers about issues relating to the services provided to the buildings, staffing issues, discipline issues, as well as, the on-going operations in the Portland area.</p> <p>Plan procedures of work and perform various phases of maintenance and repair, which includes repair to walls, ceilings, floors and roofs as required, painting, plumbing, minor electrical repairs, carpentry, repair mechanical equipment, sheet metal, gas or arc welding, repair to air compressors, valves and control systems, pumps, repairing of door locks and door hardware and installation and/or repair of door jambs, closures, fire systems, refrigeration equipment, cafe equipment (dishwashers, water heaters, food coolers, ice machines, etc.)</p> <p>Perform and provide inspection of building surfaces, mechanical equipment and systems located in the buildings or on the grounds and make necessary adjustments or recommendations.</p> <p>Conduct periodic staff meetings to disseminate general information relating to agency policy or specific work assignments. Conduct periodic safety meetings. Act as resource for information to agency administrative staff.</p> <p>Perform and/or lead special projects as requested. Oversee projects with section managers, trades, agency personnel and contractors and provide status reports to management. Estimate time and material and maintain schedules.</p> <p>Provide input to the Operations and Maintenance Managers for developing procedures, policies or rules which impact the Portland area program. Receive direction from the Operations and Maintenance Managers concerning agency policy and communicate with employees, providing training to assure policies are implemented appropriately and timely.</p> <p>In cooperation with the Maintenance Manager, identify areas of need, establish and carry on preventative maintenance programs.</p>
25%	N	E	<p>Develop, input and maintain information in Maintenance, Electronic Tracking System. Generate reports to track maintenance/custodial costs and work reports.</p> <p>Conduct periodic staff meetings to disseminate general information relating to agency policy or specific work assignments. Conduct periodic safety meeting. Act as resource for information to agency administrative staff.</p>

			<p>Inspect job site to determine extent of maintenance, repairs and custodial needs.</p> <p>Participate in the storage and disbursement of building supplies and equipment. Maintain inventory of the program's equipment and supplies and recommend inventory adjustments.</p> <p>Estimate time and materials for projects. Authorize requisition of materials and supplies up to authorized spending limit.</p> <p>Coordinate work and act as liaison with others involved or affected by maintenance and custodial projects.</p>
15%	N	E	<p>Communication</p> <p>Establish and maintain beneficial working relationships with diversified groups that may have competing/conflicting goals using negotiation skills and effective sound judgment. Seek feedback from internal and external customers regarding services provided and develop action plans to enhance customer satisfaction. Represent O & M as the point of contact with building tenants, dealing with irate tenants. Communicate with state agency representatives for the purpose of promoting O & M programs and services. Hold regularly scheduled staff meetings to plan weekly, monthly, and yearly work projects and disseminate general information relating to agency policy, procedures and job safety. Act as a resource for information and as a consultant to agency administration, staff, and users in matters relating to unit's jurisdiction or expertise.</p> <p>Works with other managers in the division to share ideas, maintain consistent procedures and services to all buildings; look for new and better ways of doing work, identify and solve problems, manage and effectively utilize resources (staff and equipment) and make decisions based on what is best for the division/department.</p> <p>Serves as a liaison with contractors, public, building tenants, stakeholders, customers and the public; participates on committees with stakeholders and other division staff to develop rules and policies having a statewide impact.</p>
5%	N	E	<p>Budget</p> <p>Oversee O & M's fiscal obligations to DAS owned and operated buildings and facilities in the Portland area ensuring harmonious coordination of all O & M's services necessary to meet O & M's service delivery model. Provide input in the preparation of the O & M's biennial budget by identifying necessary increases or decreases, and potential capitol repair or improvement projects. Review and approve contracts, interagency agreements and billing for payment within signature authority.</p>
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Most of this work will be performed in a field maintenance environment. Employee works in a fast-paced office environment and also may be exposed to adverse weather conditions, working on ladders and scaffolding, in areas with poor lighting, noise and has a risk of injury if safety rules are not followed.

Special Working Conditions for State Medical Examiner's Office, State Police Forensics Laboratory, Occupational Health Lab (OR-OSHA), Environmental and Biological Lab (DEQ/PHL lab):

Staff working in this facility may have visual or sensual exposure to an assortment of Forensics Laboratory, Environmental & Biological Lab or Medical Examiner Laboratory environments that could include unsanitized evidence contaminated with body fluids from crime location, materials from Medical Examiner's lab or body evidence from deceased persons. Working in close proximity to this evidence or materials may be required to perform the duties of this job. DAS staff performing work in secure areas or labs will be escorted by Forensics or Medical staff at all times.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Department Policy Manual
- Uniform Building Codes
- National Electrical Codes
- Uniform Fire Codes
- OSHA Rules
- Department Safety Manual
- Uniform Plumbing codes
- National Fire Protection Association Rules
- A.D.A. Guidelines
- SEIU Collective Bargaining Agreement
- ORS, OAR, and other applicable rules and guidelines
- DAS Policies and Processes
- Statewide Policies and Procedures

Particular attention is given to safety and is discussed at safety meetings and at all new employee orientations.

b. How are these guidelines used?

Particular attention is given to safety and is discussed at monthly safety meetings and at all new employee orientations.

- The employee must refer to these references to aid in making appropriate maintenance decisions and in monitoring work of outside contractors.
- The employee works under the guidelines of these documents and refers to them for guidance, in complying with all Department regulations and procedures in completing

documentation, providing assistance and information to customers, and serving at times for performance standards. The guidelines may also be used for research purposes or in making decisions.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
State Employees	In Person/Phone/Email	Building Duties	Daily
Maintenance Manager	In Person/Phone/Email	Work Assignments	Daily
General Public	In Person/Phone/Email	Information	Daily
Contractors	In Person/Phone/Email	Building Security	Daily
Inspectors	In Person/Phone/Email	Building Inspections	Weekly
Consultants/Project Managers	In Person/Phone/Email	Information/Counseling	Daily
Section managers	In Person/Phone/Email	Various	Daily
Governor's Office Staff	In Person/Phone/Email	Various	Daily
Customer Agency Officials/Program Managers/Supervisors	In Person/Phone/Email	Various	Daily
Human Resource Manager	In Person/Phone/Email	Various	Daily
Union Representatives	In Person/Phone/Email	Various	Daily
Contractors/Businesses	In Person/Phone/Email	Various	Daily

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Make decisions on a daily basis as to the best way to approach a project or problem. Because of the necessity to work independently, the person in this position is often required to make instant and critical decisions to protect state-owned buildings from damage. Employee must decide upon best course of action to take when making repairs.

Decisions affect the timeliness, quality, cost, and overall success of the projects. Critical decisions pertain to fire, life, safety issues dealing with large concentrations of people in state owned or operated buildings including large Class A office buildings.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM E, Maintenance Manager	7410201 X7008	In Person, Email, Phone	Daily	Review work daily for quality and completion of projects. Review work through informal meetings and discussions as issues occur. The work is reviewed upon completion for accuracy, timeliness and conformance to State and Federal laws, Administrative Rules, agency policies and procedures, personnel policies and procedures.
		Written / In Person	Annual	Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 17.5
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

