



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/11/2025

This position is:

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

Agency: Department of Consumer & Business Services

Facility: Labor & Industries Building

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Project Manager 2
Facilities Project Manager/Contract
Coordinator
b. Classification No: C0855
c. Working Title:
d. PPDB No/WD ID: 5000.565
e. Section Title: Oregon OSHA
f. Agency No: 44000
g. Employee Name: VACANT
h. Budget Auth No: 712160
i. Supervisor Name: Matt Marheine
j. Repr. Code: OAS
k. Work Location (City – County): Salem – Marion

I. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year Job Share

m. FLSA: Exempt Non-Exempt If Exempt: Executive/Supervisory Administrative Professional Computer n. Eligible for Overtime: Yes 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 Consumer and Business Services (DCBS) is Oregon's largest business regulatory and consumer protection agency. The department administers state laws and rules to protect consumers and workers in the areas of workers' compensation, occupational safety and health, financial services, insurance and building codes.

DCBS consists of the Workers' Compensation Division; Oregon Occupational Safety and Health Division; Division of Financial Regulation; Building Codes Division; Small Business Ombudsman; and Ombudsman for Oregon Workers. The department provides shared services to all divisions through the Director's Office and Central Services Division. The department also provides shared services to the Workers' Compensation Board. DCBS employs 950 employees and has a biennial operating budget of approximately \$685 million.

The Department of Consumer and Business Services through its Oregon Occupational Safety and Health Division (OR-OSHA) is responsible for assuring safe and healthful working conditions for Oregon workers through promulgation and enforcement of occupational safety and health regulations, and by providing technical education and consultation to employees and employers. The statewide program is authorized by the Oregon Safe Employment Act (ORS 654.001-654.295) and is operated as a comprehensive state plan in cooperation with the federal Occupational Safety and Health Administration.

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:

Provide project management by planning, coordinating, and administering multiple business and facility-related projects for the division’s central office and seven field offices located throughout the state, including the Business Continuation Plan (BCP), leased office space remodels/reconfigurations, and office relocations. This position coordinates project-related purchasing activities, administers janitorial and security contracts for leased space facilities, coordinates the division Ergonomic program, and serves as the division Health and Safety contact.

This position is required to provide quality customer service through written and verbal communications and project management that effectively utilizes facility resources and meets the program needs of the division.

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
Ongoing			<ul style="list-style-type: none"> • Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. • Foster and promote the importance and value of a diverse, discrimination and harassment free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity related efforts in order to diversify the workforce. • Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.
25%			<p><u>Division Business Continuity and Recovery Plan Coordinator:</u></p> <ul style="list-style-type: none"> • Coordinates development and maintenance of department wide disaster recovery plan. • Coordinates with other divisions, contracted consultants and others to develop, document, and maintain a comprehensive disaster response and business recovery plan including such elements as facilities, information technologies, telecommunications and critical business processes.

		<ul style="list-style-type: none"> • Maintain disaster recovery plan through updating and incremental testing of plan elements to ensure desired results are achieved. • Identify deficiencies in testing and develops corrective processes to ensure all business processes are recovered and continuable. • Conducts and coordinates risk assessments for facilities, computer/data information technologies and business closure. • Abates potential risks through plan development and testing of elements.
35%		<p><u>Facilities/Projects:</u></p> <ul style="list-style-type: none"> • Provide project management of OR-OSHA rental of DAS facility and privately leased space in accordance with state rules and policies for OR-OSHA's seven field office locations. • This includes development of division's space requirements for advertisement to potential landlords in preparation for relocation or negotiation with Lessor for the development of tenant improvement to ensure optimal utilization of lease space. • Project Manager for remodel/reconfiguration projects, working with architects, vendors and subcontractors, scheduling work, monitoring performance, reviewing progress and ensuring timely completion of projects. • Plans and directs physical moves to new location or as part of remodel projects. • Works individually or with stakeholders/project team to gain consensus on project scope, time frame, budget constraints, resources and required administrative actions necessary to develop project plan. • Identify project objectives and deliverables. • Contact appropriate individuals within DCBS, other state agencies, partners and contractors as necessary to gain cooperation and input for project completion. • Schedules and facilitates meetings with all involved individuals. • Prepares documents stating business need and project feasibility, including scope of project. • Develop and track work schedules in order to monitor project status to verify progress towards completion. • Assists in development of systems furniture plans, working with DAS design specialists. • Directs the installation of systems furniture and directs moving contractors to relocate equipment, furniture, and to surplus unneeded property. • Ensures all space requests have been approved by DAS. Completes necessary moratorium exception request documentation. • Review, evaluate and recommend preventative maintenance schedules and upgrades for facility systems, American with Disabilities Act (ADA) compliance activities, evacuation plans, energy conservation programs and property damage claim processes. • Development of required purchasing/contracting documentation to ensure competitive bidding of project components, vendor selection and award. • Identifies risks to project completion, when able, mitigates those risks or escalates issues to management. • Identifies and removes barriers to project completion. • Coordinates phone, data cable and electrical installations and relocations. • Maintain customer service levels through site visits, vendor updates and by coordinating vendor schedules to ensure project is completed on time.

25%		<p><u>Project-Related Purchasing:</u></p> <ul style="list-style-type: none"> • Prepares all requests for Invitation to Bid (ITB), Request for Information (RFI), Request for Proposal (RFP) and contracts for the procurement of goods and services over \$1,000 for the Division. • Complies with purchasing rules per DCBS/PUR-05 and PUR-06 and OAR 125-030-0000-0100 and OAR 125-020-0100-0700. • Procedures include drafting and finalizing the ITB/RFP for advertisement on the State Vendor Information Program (VIP). • Advise managers and staff on procedures for developing contracts or parts of contracts. • Collaborate with technical resource staff and the Attorney General's office to develop specifications, requirements and guidelines. • Translate program requirements into contract terms. • Evaluate contracts for potential performance risk. • Require and lead pre-bid conferences when necessary. • Clarify contract issues with bidders or potential contractors. • Submits evaluation criteria to Program Support Services (PSS) for use during the bid openings to ensure that all criteria have been met and awards the bid to the lowest responsible bidder. • Evaluate contract bidders against selected criteria. • Assist PSS with questions and complaints on bid protest. • Handle calls from vendors with questions in regard to the ITB/RFP and State purchasing procedures. • Reviews billings from contractor and forwards to contract administrator for signature approval. • Forwards approved billings to Fiscal for payment. • Ensures that all work by contractor complies with contract requirements and is completed by expiration date. • When necessary, prepares contract amendments for time, cost overruns and reinstatement of expired contracts. • Develops work statement, assigns appropriate accounting cost codes and forwards to PSS to generate an Offline Purchase Order for progress payments. • Obtains monthly statements of Contracted Services and forwards to Fiscal with approved signatures for payment. • Tracks all Contracted Services on spreadsheet to ensure cost overruns do not occur. • Evaluates contractor performance or quality of performance. • Act as liaison between contractor and staff. • Track and monitor project timelines against agreement terms and conditions.
10%		<p><u>Division Assessment Coordinator (Ergonomics):</u></p> <ul style="list-style-type: none"> • Division Assessment Coordinator (DAC) performs or assigns an Ergo Team Member to perform, ergonomic worksite assessments which include the current workstation and/or work area of an OSHA employee. • Completes physical assessment, including proper documentation. • Makes recommendations to management regarding manner in which to proceed, equipment needed for purchase, estimated costs and time frame for workstation adjustments. • Coordinates with PSS and the computer staff for needed adjustments to surface height; position of keyboard tray; adjusting the monitor stand; or reconfiguring the workstation. • Ergo Team Members and DAC shall utilize existing equipment prior to requesting the purchase of new equipment.

			<ul style="list-style-type: none"> • All recommended ergonomic purchases must go through the DAC in order to assure compliance with the current budgetary constraints. • Maintain files and track progress, ensuring adjustments are made in a timely fashion. • E-mail the Division Management Representative, employee's supervisor/manager and the Office of Personnel Services notifying them of completion of required adjustments. • Responsible for maintaining a fully trained Ergo Team to assist with ergonomic assessments in our outlying field offices. All Ergo Team members report to DAC, directly, prior to adjusting any worksurfaces or workstations.
5%			<p><u>Division Safety and Health Contact:</u></p> <ul style="list-style-type: none"> • Receive all Workers' Compensation Claim Forms (801), DCBS Incident/Accident Report Form and the DCBS Symptom Report Form, from OSHA employees and their supervisors. • Record activity and forward all documentation to Agency Safety & Risk Manager within the regulated time frames. Workers' Compensation Claim Form 801 must be delivered to Agency Safety & Risk Manager <u>within three (3) calendar days of the supervisor's knowledge date of the claim.</u> • Assist in determining necessary worksite adjustments and coordinate the work needed to make those adjustments. • Keep management abreast of time loss and restricted work issues.
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.

Requires working in interior office spaces that may be under construction or where furniture reconfigurations are occurring. Requires working in dusty, dirty areas, occasionally in the vicinity of paint or other fumes. Requires willingness to adjust work hours (evening and weekend work) based upon project needs. Requires some arduous physical activity in assisting with moves and furniture reconfiguration. Occasional travel required. Requires valid Oregon driver's license and good driving record or ability to provide other means of transportation. Some overtime required. Normal work hours are 8 a.m. to 5 p.m., Monday through Friday.

Requires working with and maintaining the confidentiality of certain information in the performance of duties.

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.

- State laws and rules on contracting and purchasing
- Real Estate Management, property management techniques and leasing documents
 - State of Oregon Statutes, Rules and Regulations
 - DAS policies, procedures and administrative rules
 - DCBS Policies and Procedures
 - OSHA Federal Grant Application and Federal Guidelines
 - General Building Codes and Regulations
 - American with Disabilities Act Regulations

b. How are these guidelines used?

Guidelines are used to ensure compliance with state laws, regulations and procedures pertaining to construction, leases, space design, procurement, safety, ergonomics and accessibility.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Agency Personnel (all levels)	Phone, In Writing & In Person	Develop purchase requests, personal services contracts. Develop remodel plans and furniture adjustments, provide direction on office space issues, coordinate reconfigurations and repairs, and property control processes.	Daily
DAS Facilities Division	Phone, In Writing & In Person	Discuss agency lease and office space issues, request facility repairs, project management.	Weekly
Contractors & Public	Phone, In Writing & In Person	Market research, vendor identification, contract administration and project management.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position makes daily decisions regarding staging of work, prioritizing of projects or components to projects, ad-hoc decisions at project sites to make immediate recommendations to management regarding budget, project schedule and possible risks to project.

Decisions made by this position directly affect the division's statewide daily operations and poor decisions could result in inappropriate expenditures; non-compliance with applicable statutes, rules, and regulations; and failure of our Business Continuation Plan (BCP).

Decisions are made on best course of action for leased and state-owned facilities. Errors in judgment or poor decision-making process could result in inappropriate expenditures, excess costs, inefficient contract management, inefficient utilization of space, non-compliance with state laws, rules and regulations.

Errors in judgment could result in expenditures which do not comply with administrative rules, agency policy or which may not be cost effective.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Occupational Health and Safety Manager 2	5000.183	In person, phone, email	Daily/ Quarterly	for status updates and problem solving. Quarterly Performance Accountability Feedback

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

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input 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 performs duties related to general facilities and project management, purchasing, and Personal Services contracting. Strong project management skills are required. Good communication and leadership skills are required. Knowledge of ergonomic principles is necessary.

This position is eligible for remote work part-time once the incumbent has gained the proficiency to perform work independently. The incumbent may occasionally be asked to work from the office on an as-needed basis.

Special Requirements:

Position is subject to a criminal background check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date