



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Operations & Maintenance - DAS
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title: Construction and Facility Maintenance Supervisor 2 **Job Profile ID:** 7156
Business Title: Maintenance & Operations Supervisor (Unfilled) **Position ID:** 000000013247
Employee Name: **Company ID:** 10700
Representation: MMS **Budget Auth No:** 10400
Location: Salem | DAS | Maintenance Shop
Supervisor: Travis Stitzel (Construction and Facility Maintenance Manager 3)
Position:
Time Type: Full Time
FLSA: Exempt
Exempt Reason: Administrative Exemption
Overtime Eligible: Yes
Employee Type: Permanent

SECTION 2. JOB DESCRIPTION SUMMARY

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

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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:

Perform skilled maintenance services to provide a safe, comfortable, efficient building environment for state employees and the public to serve the needs of the state employee tenants, public and tenant agencies.

Supervise semi-skilled and skilled maintenance work in state-owned facilities and agency occupied mall houses.

SECTION 3. JOB DESCRIPTION

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.

50%-NC-E

Provide leadership and direction for a diversified staff. 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.

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 jams, closures, fire systems, refrigeration equipment, cafe equipment (dishwashers, water heaters, food coolers, ice machines, etc.)

In cooperation with the Manager, identify areas of need, establish and carry on preventative maintenance programs.

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.

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.

Prepare reports, estimate time and material for specific projects, maintain schedules and confer with other shop personnel and administrative supervisors regarding maintenance and mechanical operations.

Plan, assign, and review work assigned to staff. Adjust work assignments and schedules to maintain adequate staffing and respond to fluctuating workloads.

Evaluate employee performance and assist manager in preparing performance appraisals.

Counsel employees in work related activities, personal growth, and career development.

30%-NC-E

Develop, input and maintain information in (SPAN-FM), Maintenance, Electronic Maintenance Tracking System. Run reports to track maintenance costs and work reports. Assist manager in tracking, monitoring, and projecting budget needs.

Assist manager in developing policies and procedures.

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.

Inspect job site to determine extent of maintenance or repairs needed.

20%-NC-E

Participate in the storage and disbursement of building supplies and equipment. Maintain inventory of the program's equipment and supplies and recommend inventory adjustments.

Estimate time and materials for projects. Authorize requisition of materials and supplies up to authorized spending limit.

Coordinate work and act as liaison with others involved or affected by maintenance projects.

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.

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

List any established guidelines used in the 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
- Facilities Maintenance Safety Manual
- Uniform Plumbing codes
- National Fire Protection Association Rules
- A.D.A. Guidelines
- SEIU Collective Bargaining Agreement

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.

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	How	Purpose	How Often?
Consultants/Project Managers	In Person, by mail, email or telephone	Information/Counseling	Daily
Contractors	In Person, by mail, email or telephone	Building Security	Daily
General Public	In Person, by mail, email or telephone	Information	Daily
Inspectors	In Person, by mail, email or telephone	Building Inspections	Weekly
Maintenance Manager	In Person, by mail, email or telephone	Work Assignments	Daily
State Employees	In Person, by mail, email or telephone	Building Duties	Daily

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

Job Profile	Position ID	How	How Often	Purpose of Review
CFMM 3	7410201	In Person	Quarterly	Performance Evaluation
CFMM3	7410201	In Person, by mail, email or telephone	Daily	Review work daily for quality and completion of projects.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

- Plan Work
- Assign Work
- Approves Work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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.

Additional skills, abilities and requirements for this position:

- Employee is required to possess and maintain a valid driver’s license issued by the state where the employee actually resides.
- Responsible for independent, sound decisions concerning operations and maintenance equipment, systems and building needs.
- Employee must possess strong understanding of building maintenance and construction procedures and materials.
- Sound oral and written communication skills, and ability to work under pressure to meet deadlines and heavy workload demands is required.
- Employee must possess the ability to communicate effectively with irate or difficult agency tenants.
- Employee must possess the ability to troubleshoot research and resolve equipment and building problems.

Behavioral Expectations:

- Prepare for and attend staffing meetings, bringing issues and solutions for the team to resolve.
- Obtain agreement through the use of consensus when appropriate, giving and receiving feedback.
- Commit to support and help other team members.
- Share in leadership, and actively support decisions made by the management team.
- Participate in cross-functional or problem solving teams as needed.
- Adheres to all DAS policies and EAM policies, processes, procedures, and safety practices.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee Date

Manager Date

Appointing Authority Date