



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
February 2023

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-l for classification, dates, titles, and employee info. Includes checkboxes for position type (Permanent, Seasonal, etc.) and FLSA status.

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.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management.

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.

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:

Organize, plan, consult, procure and schedule small to medium sized statewide Public Works and Goods & Trade Service projects, and facilitate the process through collaboration with tenants.

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
40%	R	E	<p>Construction Project Management</p> <p>Finalize project goals and objectives. Work with management, tenants, stakeholders and architects, engineers and other consultants to finalize maintenance, repair, construction, and/or remodel goals and objectives for the project. Prepare a project Plan that summarizes the goals, objectives, required contract methodology based on dollar thresholds and contract authority, scope of work, risks, budget, schedule and stakeholders of the project.</p> <p>Determine the project budget. Work with management and stakeholders to prepare total project cost estimates that take into account all potential cost of work scheduled. Prepare cost estimate forms for client agencies as required to authorize project expenses.</p> <p>Establish project schedule. Prepare, with input from stakeholders and consultant and/or contractor, a project schedule which includes all tasks that must be accomplished including: solicitation preparation and contract execution, design, bidding, construction, move in and project closeout. Use critical path method to define and develop project tasks and timelines.</p> <p>Coordinate permitting issues: determine which regulatory agencies have jurisdiction over the project; meet with agencies to determine their requirements and the impact on the project; submit plans and specifications to regulatory agencies for plan check review and permit application; meet with local building officials to resolve potential code conflicts and interpretations.</p>

			<p>Compile information and prepare reports to management, clients, agencies, and others. Close out project by submitting Planning and Construction Management manuals, warranties and record drawings to the appropriate Planning and Construction Management personnel, issuing Substantial and Final Completion notices and filing project documents.</p> <p>Communicate with stakeholders on a regular basis. Issue project alerts prior to work activities.</p>
15%	R	E	<p>Solicitations and Contracts</p> <p>Based upon knowledge of procurement rules and public contracting code, incorporate project needs into solicitations and contracts, working with administrative and contracting and procurement staff. Provide technical content and review of Requests for Proposals (RFP) soliciting architectural, engineering and other related professional services. Prepare technical content and review Invitation to Bid (ITB) documents for projects assigned. Develop contracts with requirements containing quantifiable specifications and measurable performance criteria. Negotiate professional service contracts and fees. Negotiate and clarify contract issues. Assist with contract wording as requested and calculate contract payment rates and amounts.</p>
15%	R	E	<p>Execute Contract Administration</p> <p>Monitor and manage limited scope architect and engineer contracts and the contracts of other professional consultants. Monitor and manage limited scope construction contracts. Meet with consultants, contractors, and agency representatives to review contract progress, identify, and resolve problems. Work with architect and/or engineer to develop drawings and specifications adequate to support the project needs. Review plans and specifications for completeness and accuracy. Ensure that agency and State goals and objectives are met and that the project program is interpreted correctly into a design that functions as intended. Review and administer payment of consultants and contractors.</p>
10%	R	E	<p>Maintenance Service Contracts</p> <p>Work with trade managers and operations staff to develop service objectives, scope of work specifications, budget, schedules and solicitation and contracting methodologies for on-going building and building systems maintenance work. Assist contracting and procurement staff with the preparation of contract solicitations. Schedule and coordinate work with building tenants and contractor on a monthly, quarterly or annual basis as prescribed by contract language. Communicate with stakeholders on a regular basis. Issue project alerts prior to work activities. Review and negotiation service amendments. Mediate and resolve service issues and conflicts. Review and approve monthly, quarterly and annual payments of service providers.</p>

20%	NC	NE	<p>Provide consultation, advice, and direction to the Division's staff regarding contracting issues, methods, and legal requirements. Respond to requests for information from agencies, other governmental entities, or the public.</p> <p>Perform special projects and assignments as required and/or assigned by section manager.</p> <p>Administer billings to client agencies.</p> <p>Review, negotiate, and approve change orders to avoid delays and cost overruns.</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.

Duties of this position are usually performed in an office environment, although there will be some exposure to other environments, including inclement weather.

Requires working at a video display terminal approximately 60% of the time.

Occasional lifting and carrying of supplies weighing 50 pounds.

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.

- Governor’s Executive Orders
- DAS Policies and Procedures
- Oregon Administrative Rules (OAR)
- Oregon OSHA Rules & Guidelines
- Federal ADA Guidelines
- Building Codes
- Federal and Oregon Law
- Attorney General’s Model Rules
- Oregon Revised Statutes (ORS)
- Collective Bargaining Agreements
- Oregon DEQ Guidelines
- National Electrical Code

b. How are these guidelines used?

These guidelines are used daily to assure proper coordination of section and application of procedures and provide criteria needed to make well-informed management decisions.

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

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?
Other Agency Director’s & Staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly
Dept of Justice Legal Staff	Phone, Email, In Person	Contract Development	As Needed

Architects, Engineers, Consultants & Contractors	Phone, Email, In Person	Project Coordination	As Needed
State/Local Code Enforcement Staff	Phone, Email, In Person	Plan and Code compliance	As Needed
Elected Officials	Phone, Email, In Person	Budget & Project Information	As Needed
Federal Regulators	Phone, Email, In Person	Oversight and guidance	As Needed
Facilities Section Managers & Staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly
Agency Directors & Managers	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Daily decisions related to prioritizing work, determining appropriate action on contracts, determining applicability of laws, administrative rules, and policies to client agencies and contractors. Draft legal documents and policy recommendations.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Construction and Facility Maintenance Manager 3	2532401	In Person	Weekly	Discuss progress, procedures, and establish goals, direction and work parameters.
		Written / In Person	Quarterly	Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? N/A
 How many employees are supervised through a subordinate supervisor? 0

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

- | | |
|--|---|
| <input 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 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.

Additional skills, abilities and requirements:

- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides.
- Employee must be knowledgeable of construction, project management, and customer service methods and practices. Detail-orientation and accuracy of information is critical in preparation of contracts, "Requests for Proposals", and bid requests.
- The employee must possess a working knowledge of the design and construction process, and be versed in goods and services contracting, have a full knowledge of contract methods for "construction other than public improvements," and a basic understanding of the more complex architectural and engineering and public improvement contracting methods.
- The employee must have the ability to exert authority to assess risks, mediate issues involving multiple parties, and minimize potential impacts on tenants, budget, schedule, and deliverables.
- Employee may be required to synchronize and work with a Computer Integrated Facilities Management System (CIFMS). This would include downloading work orders to a Personal Digital Assistant (PDA) assigned to and carried by each employee at the beginning of each shift. Time is tracked on the PDA for each person working on work orders and for all non-work order related time for each day. All the information is uploaded at the end of each shift from the PDA to the CIFMS.

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.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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