



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Portland & Custodial - DAS
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Facility Energy Technician 3	Job Profile ID:	4034
Business Title:	Facility Energy Technician 3 (Unfilled)	Position ID:	000000042578
Employee Name:		Company ID:	10700
Representation:	OAS	Budget Auth No:	814630
Location:	Portland DAS		
Supervisor:	Tina Stokes-Gehring (Construction and Facility Maintenance Supervisor 2)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
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.

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.

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 skilled installation and repair/maintenance of the refrigeration equipment installed in all state owned and/or leased buildings in the Portland area. Provide a safe, comfortable, efficient building environment for state employees and public.

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.

30 %-NC-E

Perform planned preventative maintenance and repair of State owned refrigeration/air conditioning and heating systems to include: Reciprocating compressors, scroll compressors, centrifugal chillers and helical rotary screw chillers up to 567 tons and steam boilers up to 500 horsepower. Service and repair all associated chiller and heating water pumps through 50 horsepower. Maintain all control valves, flow control valves, and other related equipment.

20 %-NC-E

Install, maintain, troubleshoot, and repair process cooling units to include computer data centers, crime lab process cooling units, and walk-in coolers and freezers. Service and repair ultra-low cascade systems for labs and research. Maintain and repair commercial kitchen refrigeration equipment to include but not limit to; reach in case, cold tables, ice machines, and commercial ranges and ovens. Maintain and repair computer centers humidification and dehumidification equipment, package and split system heat pump to 40 tons and gas fired equipment.

10 %-NC-E

Repair, maintain, calibrate, and program variable frequency drive units supplying, both major building fan systems and pumping stations.

10 %-NC-E

Troubleshoot and repair complex building DDC and pneumatic control systems. Maintain and repair control air compressor systems to include but not be limited to: Tear down and overhaul of compressors and motors. Maintain refrigerated air dryers and air station components. Maintain and program programmable Logic Controllers, T-stats, cycle timers, and other related electronic control devices.

10 %-NC-E

Fabricate and install sheet metal HVAC duct work. Fabricate welded steel brackets and fittings, retrofit building HVAC systems. Calculate heat gains, cooling loads and air flow requirements. Install and balance VAV systems including but not limited to: reheat coils, and controls.

10 %-NC-E

Perform preventative maintenance and repair on complex building fan systems to include but not limit to: Variable pitch vane axial fans, plug fans, centrifugal fans and squirrel cage fans up to 125 horsepower. Rebuild and calibrate pilot positioners, rotary unions, and other fan related controls. Maintain and repair major building air damper systems and fire dampers. Maintain building air filtration.

5 %-NC-E

Oversee and train subordinates in the field of Refrigeration and Heating.

5 %-NC-E

Respond to emergency calls in the Portland, Hillsboro, Tigard, and Wilsonville area buildings. Perform other duties as assigned.

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.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

This position is not suitable for remote work options and works at the central workplace in an office or cubicle work environment.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. 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.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

Special Working Conditions for State Medical Examiner's Office and State Police Forensics Laboratory facility:
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 unsanitary evidence contaminated with body fluids from crime location, materials from Medical Examiner's lab or body evidence from deceased persons. Working near this evidence or materials may be required to perform the duties of this job. DAS staff performing work in secure areas or labs will always be escorted by Forensics or Medical staff.

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
- Appropriate Building Codes
- State and Local Commercial and Residential Electrical Codes
- National Boiler Code
- National Electrical Code
- OSHA Rules
- Facilities Maintenance Safety manual
- Uniform Plumbing Codes
- National Fire Protection Association Rules
- A.D.A. Guidelines

How are these guidelines used?

The employee must refer to these references to aid in making appropriate 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?
Contractors	In Person, by mail, email or telephone	Coordinate work	As Needed
General Public	In Person, by mail, email or telephone	Provide information	Daily
State Employees	In Person, by mail, email or telephone	Building maintenance	Daily
Supervisor	In Person, by mail, email or telephone	Check in	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes decisions daily as to the best way to approach a project or problem. Decisions affect the timeliness, quality, and overall success of all projects. To protect these buildings from damage, this employee must decide upon and take the best course of action. Failure to take action may cause damage to facilities and disruption of service to building tenants.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Construction and Facility Maintenance Supervisor 2	1940460	In Person, by mail, email or telephone	As Needed	Regular check ins; Review and progress of work
Construction and Facility Maintenance Supervisor 2	1940460	In Person	Quarterly	Performance Evaluations

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

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. Also, you will be required to pass State Police CJIS Certification. 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 possess and maintain the following licenses:
 - o Universal Refrigerant Handling 40 CFR Part 82, Subpart F, Required Federal EPA
 - o Restricted Energy Technician LEB/LEA or Limited Maintenance Electrical License LME, required, State of Oregon Building Codes.
- Employee is required to work with a computer integrated facilities management system. This would include creating and completing work tasks in a windows-based environment. Recording daily time to each individual work task.
- Employee must possess good communication skills, knowledge of practical mathematics and some physics and chemistry. Training in the theory and hands-on laboratory work on pneumatic and electronic heating and air conditioning, and refrigeration systems are also essential.
- Ability to learn to operate a personal computer and software programming needed to monitor and modify energy management system software to meet the information and troubleshooting needs of the program. Employee must have knowledge of basic programming language and ability to read and write program language.
- Adheres to all DAS 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
----------------	-----------------	-----------

SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee	Date
----------	------

Manager	Date
---------	------

Appointing Authority	Date
----------------------	------