



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:  
August 2023**

**Agency:** The Department of Administrative Services

**Division:** Enterprise Asset Management

☐ New ☒ Revised

**This position is:**

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

**SECTION 1. POSITION INFORMATION**

a. Classification Title:	<u>Facility Maintenance Specialist</u>	b. Classification No:	<u>C4012</u>
c. Effective Date:	<u>August 6, 2025</u>	d. Position No:	<u>000000052488</u>
e. Working Title:	<u>Facility Maintenance specialist –</u>	f. Agency No:	<u>10700</u>
g. Section Title:	<u>Service and Repair</u>	h. Budget Auth No:	<u>000514600</u>
i. Employee Name:	<u></u>	j. Repr. Code:	<u>OAS</u>
k. Work Location (City – County):	<u>Salem/Marion</u>		
l. Supervisor Name	<u>Joshua S. Bremner</u>		
m. Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
n. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:**

Provide a wide variety of skilled and semi-skilled repair and maintenance support services to buildings and building systems within DAS owned and/or leased buildings.

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

35 %	N	E	<p><b>GENERAL DUTIES:</b></p> <ul style="list-style-type: none"> <li> <p><b><i>Building Maintenance Overview</i></b> Provides a variety of skilled work in the alterations, maintenance, and repair of more than 25 Department of Administrative Services, managed state buildings, and facilities all with different specialized needs. Including some buildings with highly specialized needs, security and attention to details. This includes but not limited to Mahonia Hall (Governor’s Residence), Oregon State Library (Governor’s Office), Oregon State Crime Lab, Oregon State Data Center, Oregon State Department of Justice as well as other Executive Branch Agencies. All have different tenant specifications dependent on individual department needs. Employees work in a variety of trade areas including: plumbing, carpentry, painting, plastering, general building maintenance and mechanical repair.</p> </li> <li> <p><b><i>General Office and Building Repairs</i></b> Provide various phases of skilled maintenance and repair to walls, ceilings, floors, roofs and building exteriors. Including, plumbing, carpentry, asphalt repairs, masonry, concrete, mechanical equipment repair, sheet metal fabrication, gas or arc welding, pumps, repairing of door locks and door hardware and installation and/or repair of door jambs, closures, fire systems, cafe equipment (dishwashers, water heaters, etc.), and restroom fixtures, overhead door, dock leveling plates.</p> </li> <li> <p><b><i>Carpentry</i></b> Preforms skilled carpentry work on floors, floor coverings, roofs, stairs, doors, windows, screens, and a variety of wood</p> </li> </ul>
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			<p>fixtures. Repairs tables, desks, chairs, benches, and other furniture. Use stationary power tools in a woodworking shop, such as power saws, joiners, planers, sanding and routing machines to fabricate and repair items.</p> <ul style="list-style-type: none"> <li> <b><i>Plumbing</i></b>  Repair, maintain or replace pipes, valves, potable and non-potable water systems, drainage, waste and vents pipes, wash basins, tubs, faucets, sinks, hydrants, water heaters, dishwashers, back flow safety devices and other plumbing fixtures and equipment. Work will be performed under the supervision of a journeyman plumber. Maintain, repair, and lubricate sewage equipment, using hand tools and power tools. Maintain sewage lines, tanks, floats, pumps, valves and filter beds. Assemble pipe sections, tubing and fittings using screws, bolts, solder, plastic solvent, and caulking. Cut openings in structures to accommodate pipe and pipe fittings. Use measuring instruments, such as a ruler and level to locate and mark pipe position for installation and passage holes in structures. Cut, thread, and bend pipes to required angles, using pipe cutters, pipe-threading and pipe bending machines. </li> <li> <b><i>Equipment Maintenance and Repair</i></b>  Inspect and notify appropriate trades of deficiencies in building operating systems, such as refrigeration units, pneumatic controls, boilers, security equipment, irrigation systems, and energy management systems. This work may include specialty equipment.  Clean, lubricate and adjust equipment and machinery, such as generators, electric and gas powered motors, fan units, laundry equipment, building machinery, compressors, sewage and dewatering pumps and tools such as drill presses, bench saws, lathes, other trade related tools or equipment etc. </li> <li> <b><i>Fabrication</i></b>  Fabricate tools, machinery and machine parts from metal, wood, plastic and sheet metal using tools such as lathes and vertical milling machines or forges, tampers, straightens, bends and welds with Stick, MIG or TIG. Using either iron, steel, stainless steel or aluminum.  Design and fabricate apparatus for special projects such as security projects, transporting projects, vehicles, and building alterations. Custom customer projects according to blueprints, shop drawings, or sketches.  Alter or modify commercial machinery to perform specialized functions. </li> <li> <b><i>Maintain and Test Fire Life Safety Systems</i></b> </li> </ul>
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			<p>Monthly inspections of building provided automated external defibrillators (AED), fire extinguishers, fire suppression systems, entry and egress paths, and emergency lighting.</p> <ul style="list-style-type: none"> <li>• <b><i>Environmental Exposure Conditions</i></b> Employees will be subject to work in confined spaces such as service vaults, pits, tunnels, manholes, equipment housings etc. Employees will be exposed to human waste including feces, urine, vomit, blood, and other bodily fluids during the course of daily duties. During daily duties employees may be exposed to drug paraphernalia including hypodermic needles, pipes and other user devices possibly containing fentanyl, methamphetamine, heroin, etc. Employees will be subject to working conditions the involve excessive heat and cold, dust and other debris.</li> </ul>
30 %	N	E	<p><b><i>PREVENTATIVE MAINTENANCE:</i></b></p> <p>Perform facility maintenance incidental to operating equipment and systems, e.g., plumbing systems, doors, windows, roofs, fire equipment, install drywall, floors and ceiling tiles, overhead doors, dock leveling plates, etc. As required, assist other skilled or journey-level tradespeople, such as sheet metal workers, carpenters, welders, HVAC, electricians, painters and plumbers in the performance of their duties.</p> <p>Coordinate preventive maintenance programs through scheduled inspections, equipment service, and maintaining records of repairs and maintenance performed. Maintain inventory of parts, supplies, and equipment in work unit and reorder as necessary.</p> <p>May coordinate the work of semiskilled assistants or other helpers such as trades/maintenance workers, laborers, students or inmates.</p>
15 %	N	E	<p><b><i>TRADE INTERGRATION:</i></b></p> <p>In cooperation with the Maintenance Supervisor and supervising trades, identify areas of need, establish, and carry-on preventative maintenance program. Performing routine and preventative maintenance according to the manufacturer's specifications.</p>
10 %	N	E	<p><b><i>ESTIMATING, PROJECT MANAGEMENT AND DAILY REPORT WRITING IN TRIRIGA:</i></b></p> <p>As needed, assist in preparing reports, estimating time and materials for specific projects or tenant requested projects. Maintain scheduling for timely completion of projects. Confer with other shop personnel and Maintenance Supervisor regarding maintenance and mechanical operations.</p> <p>Entering daily reports for each individual job started. Daily updating of on-going projects. Daily reports will include tracking of time and material costs. Employee will be required to use the state's Computer Integrated Facility Management System (CIFMS / IBM TRIRIGA), to</p>

			provide real time updates of work projects, including all time and costs, to Maintenance Specialists, Supervisors, and Management.
5 %	NC	NE	<b><i>STORAGE AND INVENTORY CONTROL:</i></b> Participate in the storage and disbursement of building supplies and equipment. Control the inventory of all property in position's area of responsibility.
5%	N	NE	<b><i>TRAINING, CONTINUING EDUCATION and CERTIFICATIONS:</i></b> Acquire, maintain, and hold certificates through new training or continuing education via in person or online classes in: Personal Protective Equipment (PPE), fall protection, confined spaces, ladder safety, lockout/tagout, safety awareness, forklift certification, aerial lift certification, backflow assembly tester certification, etc. As well as any other certifications, training or continuing education deemed necessary to perform your assigned duties. Assist and/or train co-worker, as needed, under the guidance of the Supervisor. Assist contractors as needed. 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.**

Most of this work will be performed in a field maintenance environment. Employee may work alone or with other staff as required. Employee is exposed to working in confined spaces, adverse weather conditions and risk of injury if safety rules are not followed. The employee must be capable of long hours of physical work, understanding safety measures, construction procedures, and work off ladders and scaffolding, in areas with poor lighting. Work requires operation of hand tools and power tools. Employee must use proper lifting techniques to lift or move equipment. Employee must have the ability to lift up to 75 pounds. Assistance with lifting is available for the employee, if necessary.

This position is not suitable for remote work options and works at the central workplace.

#### **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 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
- State and Local Commercial and Residential Electrical Codes
- OSHA Rules
- Uniform Plumbing Codes
- National Fire Protection Association Rules
- A.D.A. Guidelines

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

**b. 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 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>			
State Employees	In Person/Phone/Email	Building Duties	Daily
Managers/Supervisor	In Person/Phone/Email	Work Assignments	Daily
General Public	In Person/Phone/Email	Information	Daily
Contractors	In Person/Phone/Email	Information	Weekly
Consultants/Project Managers	In Person/Phone/Email	Information	Weekly

## SECTION 7. POSITION RELATED DECISION MAKING

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

To protect state-owned buildings from damage, employee must decide upon the best course of action, on a daily basis, to take when making repairs and the best way to approach a project or problem.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Maintenance Supervisor, Service and Repair	2531001, X4046	Email, Phone, In Person	Daily	Daily review for quality of performance and timely completion of projects.
		Written / In Person	Quarterly	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  |

- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards

- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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.

This position may be subject to be on-call or call-back status for operational and/or emergency needs.

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 may be required to work with a Computer Integrated Facilities Management System (CIFMS). This would include creating and completing work tasks in a windows based environment. Recording daily time to each individual work task.
- As employee increases proficiency, may perform routine, minor repairs and other tasks independently.
- Position involves daily contact with tenants and public.
- Some work assignments will require employee to travel out of town.

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

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## 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