



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: Hvac Manager (Unfilled) **Position ID:** 000000010086
Employee Name: **Company ID:** 10700
Representation: MMS **Budget Auth No:** 11140
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: No
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:

Plan, direct and manage the Operations and Maintenance HVAC Program and staff of journey level skilled employees. Direct installation and maintenance/repair to all building HVAC mechanical equipment and systems in state-owned or leased buildings. Ensure a safe, comfortable, energy efficient building environment for state employees and the 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.

20%-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. Promote safety training and practices in performance of all work activities. Implement Affirmative Action and Diversity strategies and goals. You are responsible to structure activities that will promote and foster a diverse workforce and discrimination/harassment-free workplace.

25%-R-E

Plan, manage, assign and review work for all HVAC trades workers including general and refrigeration mechanics, HVAC control technicians, and other HVAC related trades workers responsible for the following;

- Installation, maintenance, troubleshooting and repair to process cooling units (computer data centers, crime lab process cooling units, walk-in coolers and freezers).
- Install and repair sheet metal duct work and related items.
- Repair, maintain, and calibrate variable frequency drive units supply, both major building fan systems and pumping stations.
- Perform planned preventative maintenance and repair of state-owned refrigeration and HVAC systems including reciprocating compressors, scroll compressors, centrifugal chillers, and helical rotary screw chillers up to 567 tons and steam boilers up to 500 horsepower.
- Maintain and repair complex building fan systems including variable pitch vane axial fans, plug fans, and centrifugal fans, complex DDC and pneumatic control systems.

25%-R-NE

Provide timely and appropriate response to tenant issues to ensure customer satisfaction. Respond to 24/7 HVAC emergencies, determine corrective action, coordinate and manage response to assure systems are safe and fully operational. Respond to customer inquiries/complaints by phone, email or in person to satisfy customer. Manage HVAC systems and procedures for optimum operating efficiency and best service delivery methods. Research, analyze and comply with environmental, indoor air quality, and ventilation requirements. Provide maintenance and operations manager with weekly reports on building equipment, systems conditions and unit related needs. Review and analyze system performance and productivity to achieve maximum efficiency. Collect, evaluate and analyze energy usage and costs to develop plans and goals to ensure all HVAC systems meet sustainability and efficiency goals. Make recommendations and create HVAC systems procedures to achieve maximum efficiency while still

maintaining a high service level.

20%-N-E

Develop long and short range planning related to HVAC. Serves as the subject matter expert for the HVAC program, revising policies, determining program objectives, and conformance to laws and regulations. Participate in and direct facility condition assessments biennially. Determine and plan CI/CC projects. Review and evaluate building specs and design plans to recommend HVAC preventative procedures for existing, and newly constructed facilities. Evaluate and manage business processes and procedures to maximize operating efficiency. Review and revise preventative maintenance procedures and schedules to assure an optimum preventative maintenance program for all HVAC systems. Works with operations manager to determine and manage the budget for the HVAC program.

10%-NC-E

Evaluate and determine scope of project requirements, advise customer agencies and develop budget estimates and schedules for completion. Request and coordinate contractor estimates, prepare bids for HVAC projects, such as new equipment installation, and preventative maintenance contracts with other State Agencies. Directly manage or be the point of contact for HVAC projects during construction. Oversee and coordinate final programming and troubleshooting of newly installed equipment. Monitor equipment over the one-year warranty period; involve the contractor as required.

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.

Work is performed in an office setting and often in a field maintenance environment. Employee must be capable of physically accessing construction/mechanical areas to inspect projects, understand safety measures and the risk of injury if safety rules are not followed. May require extended workdays.

Requires frequent travel to DAS owned buildings, customer and regulatory agencies, and may include overnight travel.

Work may involve exposure to inclement weather and require wearing protective clothing.

Special Working conditions for State Medical Examiner's Office, State Police Forensics Laboratory Facility and Chemical & Environmental Lab/New DEQ/PHL Health Labs:

Staff working in this facility may have visual or sensual exposure to an assortment of Forensics Laboratory, Chemical & Environmental 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

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 Code
- State and Local Commercial and Residential Electrical Codes
- ASHRAE standards

- OSHA Rules
- NIOSH standards
- Facilities maintenance Safety Manual
- Uniform Plumbing Codes
- National Fire Protection Association Rules
- A.D.A. Guidelines
- SEIU Contract

How are these guidelines used?

The various electrical codes are used to determine if the supply circuit is properly installed and safe to use. The other building codes are used for reference purposes. Department guidelines are used for service reference and procedure purposes. The codes and guidelines may also be used when monitoring the work of outside contractors and OSHA guidelines are applied to ensure proper safety practices are adhered to.

The incumbent must refer to these references to aid in making appropriate decisions and in monitoring systems. Particular attention is given to safety and is discussed at monthly safety meetings and at all new 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	How	Purpose	How Often?
Agency Admin.	In Person, by mail, email or telephone	Building Assignments	Daily
Contractors	In Person, by mail, email or telephone	Building Assignments, providing details on systems and equipment	Daily
Customer Agency Administrators/Leadership Teams	In Person, by mail, email or telephone	Explaining HVAC systems, concerns/problems, solutions, project status and billable work	Weekly
General Public	In Person, by mail, email or telephone	Information	Daily
Manager/Supervisor	In Person, by mail, email or telephone	Work Assignments	Daily
Tenants/State Employees	In Person, by mail, email or telephone	Building Assignments, troubleshooting and scheduling installation, repair, and maintenance work	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Employee makes a substantial number of decisions daily, which, due to consequences of error and associated costs, require thorough knowledge of HVAC systems and issues. Often these decisions must be made expeditiously and without the benefit of consultation with executive management. The position determines the need for and directs the HVAC Unit’s resources necessary to meet the responsibilities of the position, buildings and tenants. It also decides how best to resolve problems in the best interest of the tenant agency, Maintenance Section and EAM Division. Decisions made effect the timeliness, quality, cost, and overall success of Maintenance in achieving its service delivery objectives. Requires quick, clear thinking, good communication skills and political acumen with tenant agencies, Governor’s residence, EAM Division Management and Maintenance staff. Poor decisions could result in serious injury or loss of life resulting in workers compensation claims and negative financial impacts to the state. Errors could cause building shutdowns, evacuations, biological exposure to tenants, loss of laboratory samples and indoor air quality issues.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Construction and Facility Maintenance Mgr 3	7410201	In Person	Quarterly	Performance Evaluation
Construction and Facility Maintenance Mgr 3	7410201	In Person, by mail, email or telephone	Daily	Discuss issues/Advise on progress of projects & completion of major assignments.

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 resides.
- Limited Maintenance Electrical License, Required State of Oregon Building Codes
- Limited Energy Technician, class A or B, Required State of Oregon Building Codes
- Universal Refrigerant Handling 40 CFR Part 82, Subpart F, Required Federal EPA.
- The incumbent 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.
- Responsible for independent, sound decisions concerning operations and maintenance Heating/Air Conditioning systems in D.A.S. owned/leased facilities. 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. Employee must have the ability to communicate effectively with irate or difficult agency tenants.

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
HVAC Unit – Responsibly over HVAC	\$5,000.00 per event / material	\$10,000.00 Other
Personal Services and Supplies & Services expenditures	per event / contract work	

SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee Date

Manager Date

Appointing Authority Date