



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Maintenance Service & Repair - DAS
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Laborer/Student Worker	Job Profile ID:	C4116
Business Title:	Laborer/Student Worker - SR12 - Non Exempt	Position ID:	000000057377
Employee Name:	Jake Halter	Company ID:	10700
Representation:	OAS	Budget Auth No:	12510
Location:	Salem DAS Maintenance Shop		
Supervisor:	Joshua Bremner (Service and Repair Manager)		
Position:	Laborer/Student Worker		
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.

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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 a wide variety of laborer duties within DAS maintained buildings and grounds in Salem and Portland.

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.

25% - NC -E

Operate and maintain various motor-powered equipment including light tractors, snow sweepers, street and parking sweeper and scrubber, pressure washers, and blower to move dirt, gravel and debris.

Physical labor in environments associated with dust, grime, exhaust and high levels of noise, weather related duties during inclement weather; work with, and around chemicals contained in solvents and lubricants; loading and unloading materials, commodities, and equipment; maintain work area as required; operate trucks used in transporting materials and merchandise, such as building materials, tools, and trash.

10% - NC - E

Perform preventative maintenance on equipment, such as cleaning, inspecting tires, belts, fluid levels, battery; change oil and filters; check safety equipment, such as lights, brakes, seat belts; may make emergency repairs to resume operation of equipment; make recommendations to supervisor when major repairs are needed.

25% - NC - E

Pick up and deliver miscellaneous equipment and supplies to staff in various buildings. Use hand trucks, desk movers, dollies, trucks, pick-ups, vans, and hand or power-operated equipment needed to move or unload equipment, parts and supplies as needed. Use of State vehicle, van or forklift, if necessary. Move furniture, set up and take down such items as tables, chairs, display cases, exhibits and partitions.

10% - NC - E

Maintain storage warehouse clean and organized. Clean office buildings/mechanical rooms as needed by sweeping floors, using an auto scrubber, clean walls and other surfaces, pick-up and remove trash, and recycle recyclable materials.

25% - NC - E

Perform emergency cleaning of buildings and State-owned grounds such as graffiti removal, trash pickup and other waste, including hazardous materials, such human bodily fluids (fecal material, blood, vomit) and drug paraphernalia. Assist skilled or journey level trade persons as requested and perform fire watch as needed.

5% - NC - NE

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.

Standing and walking during entire shift on cement, tile, and carpeted surfaces. Position requires repetitive lifting, sliding containers and supplies (up to 50-60 pounds). Position requires pushing/pulling hand or power-motored equipment (up to 50 pounds). Position requires bending, reaching, twisting, and occasional climbing on a ladder. Position may require occasional, short term periods of heavy physical activity. Outside work possible during inclement weather. Position requires use of chemicals for sanitation as needed. Receive periodic work related prevention instruction, and follows prudent safety practices in performance of all work activities.

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
- OSHA Rules
- Restroom Policy

How are these guidelines used?

These outline basic procedures for ensuring uniformity in the cleaning of office buildings, proper sanitation, and in the following of prudent safety practices.

Particular attention is given to safety and is discussed at monthly safety meetings and 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?
Tenants, Managers/ Supervisors, State Employees	In Person, by mail, email or telephone	Provide Better Service, Work Assignments, Information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

- Time management decisions to ensure all work is completed, in spite of interruptions or extra workload.
- Recognizing the importance of a problem in order to report it for prompt solution.
- Failure to perform these tasks correctly could lead to ineffective building maintenance being done.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
CFMS 2	2531001	In Person	Quarterly	Performance Evaluation and Goal Setting
CFMS2	2531001	In Person, by mail, email or telephone	As Needed	Daily review to monitor, inspect and ensure conformance to guidelines, procedures, and the effective completion of duties in a timely manner

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. 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 is required to work with a Computer Integrated Facilities Management System (CIFMS). This would include creating, entering time and completing the work tasks in a windows based environment.
 - Position involves daily contact with tenants and public. Position may include working alone or with other Trades personnel.
- Behavioral Expectations:
- Prepare for and attend staff meetings, bring 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

SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date