



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
2026.06

Agency: Oregon Department of Education

Facility: Public Service Building; OSD

☐ 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:	Facility Operations Specialist 1	b. Classification No:	4015
c. Effective Date:	2026.07.01	d. Position No:	00000029165
e. Working Title:	Facility Operations Specialist	f. Agency No:	58100
g. Section Title:	Office of Finance & Administration	h. Budget Auth No:	376570
i. Employee Name:	Vacant	j. Repr. Code:	OAS
k. Work Location (City – County):	Salem, Marion		
l. Supervisor Name:	Melissa Garner		
m. Position:	☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share		
n. FLSA:	☐ Exempt ☒ Non-Exempt	If Exempt: ☐ Executive ☐ Administrative ☐ Professional ☐ Computer	o. Eligible for Overtime: ☒ Yes ☐ 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 Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

The Office of Finance and Administration (OFA) provides timely and reliable fiscal and administrative services. The work is designed to ensure that all agency services adhere to applicable laws and

regulations while seeking solutions focused on the needs of Oregon's children. OFA contributes to an infrastructure that allows ODE staff to focus on the core mission of leadership, accountability, and school improvement.

The Business Services Unit (BSU) provides services related to ODE facilities management and oversight, building security practices, mail services, and other general office supports as necessary. It includes the Process and Organizational Excellence Team to improve the operational effectiveness of programs and processes that affect all of ODE.

BSU coordinates emergency management for ODE and provides school safety technical assistance for public schools and districts in Oregon.

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:

Coordinate agency-wide facilities management, including coordination of staff moves, managing archived materials, and surplus services. Additionally, this position oversees the Agency's Safety Committee, manages ergonomic assessments for employees, assists manager in planning and problem solving facilities issues, and recommends policy and standards for agency operations. Represents ODE at all Capital Construction Projects at the School for the Deaf.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
45%	R	E	Facilities and Maintenance - Coordinate with DAS on emergency and routine repair and maintenance of facility systems in the Public Service Building (PSB). Create requests of DAS using phone and DAS Facilities system of record. - Develop, update, and modify floor plans and/or furnishing arrangements to provide a suitable and appropriate work environment. - Train and/or assist staff on assigned building activities to achieve compliance and/or resolve problems that are facilities related. - Work with BSU Director to plan for and address fixture related issues at PSB. - Review facilities maintenance invoices prior to approval. - Develop and maintain agency/building evacuation plans; post prominently in building and on the Intranet. - Keep the Facilities Intranet site updated with current procedures, information, and request statuses. - Back up mailroom staff as needed or directed. Coordinates leave requests with mailroom staff. - Use a SPOTS card or other procurement method to secure supplies, tools, or other items related to maintaining PSB.
30%	N	E	OSD Capital Construction Coordination Serve as the primary contact for all contract work on capital construction projects at the Oregon School for the Deaf (OSD).

			• Coordinate contract activities on campus with project team and OSD Maintenance & Operations Staff. • Participate and provide updates in team meetings. • Document any problems and work with the BSU Director/Contract Administrator to resolve them to the satisfaction of the OSD staff. • With OSD Maintenance & Operations staff, keep OSD facilities information up to date in DAS Enterprise Asset Management's system of record. • Provide facilities data to BSU Director as needed for bond planning.
15%	R	E	Employee Safety • Interpret rules and regulations and provide information, advice, and direction (OSHA rules, building safety, and vehicle use) to agency staff, the public, and/or other local or state agencies. • Train and/or assist agency staff on safety activities to achieve compliance, and/or resolve problems that are safety related. Maintain the Employee Safety Plan. • Chair of ODE Safety Committee. Provide support and follow through on assigned tasks from Committee. • Serve as the Agency Evacuation Coordinator and Assistant Evacuation Coordinator for PSB; train staff in accordance with evacuation coordination procedures for the agency. • Provide ergonomic assessments and workplace adjustments consistent with OR-OSHA and accepted ergonomic standards for the Agency. • With the BSU Director update New Employee Training (NEO) on Employee/Building safety. • Collect data to complete and file annual Risk reports to DAS Risk Management office. • Act as primary contact and responsible party for DAS keycards.
5%	R	E	Three areas: Property and Inventory Control • Keep appraised of all fixture and parts inventory and fixes, disposes of, or sends to surplus the fixtures that are no longer needed. • Control and distribute agency keys for cabinets and rooms. Agency Records Management • Determine need for temporary and permanent storage of records. • Maintain and distribute accurate information, instructions, and materials for use by agency staff. • Maintain accurate log of records to ensure accurate retention, retrieval, and destruction. • Participate in Secretary of State led records retention training and coordination activities. Agency Reports • Update and submit the facilities and automobile related reports to DAS as requested. These include but are not limited to: ○ Annual risk report ○ Annual and periodic reports on ODE leased vehicles.
5%	N	NE	Other Duties as Assigned

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 works a professional work week, Monday through Friday at PSB and at OSD. Some evening and/or weekend work may be required. Workload and priorities fluctuate. This position relies upon collaborative, productive, professional and respectful engagement with staff, colleagues, leadership, and subject matter experts within the Agency, across other state agencies, representatives of local government and/or governor's office, with key investment members, partners, and providers within Oregon communities, and others.

Requires bending, lifting up to 70 lbs. with assistance, and cube construction.

This position is designated as an essential worker. Essential workers are those having to report to work, in-person, in a situation that would otherwise close or curtail state offices.

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.

Applicable federal regulations, state statutes and administrative rules. Department of Administrative Services rules and policies, Department of Education policies and procedures, Secretary of State policies and procedure. SAIF, OSHA and Fire Marshal regulations.

b. How are these guidelines used?

For guidance and reference to ensure safety for employees. For guidance and reference to ensure actions are following agency policies and procedures. For guidance and reference to ensure documents comply with agency standard.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Agency Staff	In Person, by mail, email or telephone	Receive and coordinate requests; provide and receive information	Daily
Other State Agencies	In Person, by mail, email or telephone	Receive and coordinate requests; provide and receive information	As Needed
Vendors	In Person, by mail, email or telephone	Coordinate services	As Needed
General Public	In Person, by mail, email or telephone	Provide information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Determines whether records and other matters comply with the appropriate rules and policies. Assists in interpreting laws, rules, policies and procedures. Decisions regarding records, purchasing, and equipment have financial impact. Decisions on equipment, operations, and maintenance have potential security/safety

impact on staff and building sites. Personal contacts reflect on the image of the work unit, agency, and public employees. Prioritization of work impacts customer service and operating efficiency.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Manager 2	0000122	In Person, by mail, email or telephone	Weekly	Monitor Work and Provide Feedback

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

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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:

Ability to communicate clearly and effectively through speech and through writing. Excellent computer skills are required. Experience explaining rules, regulations, policies and procedures; obtaining information to determine what services are needed; responding to customer/user complaints; and resolving complaints from customers/users. Good organizational skills and ability to multi-task essential. Ability to create and update existing floor plans and cubicle designs using Microsoft Visio.

Position requires ergonomic assessor certification or ability to obtain it within 2 months of employment.

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

This position has been designated as sensitive in that the incumbent in this position has access to information, the disclosure of which is prohibited by state or federal laws, rules or regulations, or information that is defined as confidential under state or federal laws, rules or regulations; responsibility for receiving, receipting, or depositing money or negotiable instruments, and has mailroom duties as a primary duty or job function.

The duties of this position include as an essential function the possession and use of a SPOTS Card for work-related purchases. Prior to being issued a SPOTS Card, the employee must meet all necessary requirements in accordance with ODE Policy, including completing ODE SPOTS Card Training.

Continued eligibility to possess and use a SPOTS Card requires that the holder remain in full compliance with ODE Policy.

This position requires access to Criminal Justice Information Systems (CJIS) and is subject to a fingerprint-based criminal background check within 30 days of hire. CJIS security awareness training must be completed within six months of assignment and every year thereafter.

This position requires a driver's license and an acceptable driving record or an alternative means of transportation.

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 curser at end of a row (outside table) and hit "Enter".

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		