



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
08/01/2024

This position is:

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

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Construction & Facility Maintenance Supervisor 2
- b. Classification No: 7156 28X c. Effective Date: _____
- d. Position No: 1011751-000000036824
- e. Working Title: Environmental Services Supervisor
- f. Agency No: 44300
- g. Section Title: Environmental Services
- h. Employee Name: Karen Peery
- i. Work Location (City — County): Junction City – Lane
- j. Supervisor Name: Clayton Creasey
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☒ Exempt If Exempt: ☒ Executive ☐ Professional ☐ Administrative
☐ Non-Exempt
- m. 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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all

regions and sectors of the state, including tribal governments to address: the equitable distribution or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon State Hospital (OSH) Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with partners and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

Employees play an essential role in achieving OSH’s vision to be a psychiatric hospital that inspires hope, promotes safety and supports recovery for all. Using the recovery model, Oregon State Hospital (OSH) provides 24/7 services to adults with mental illness, including psychiatric evaluation, diagnosis, individualized treatment, peer support and community reintegration services. OSH has four treatment programs and currently operates 692 licensed beds on 26 residential units and six cottages.

The Custodial Service/Environmental Services Department of Oregon State Hospital provides the hospital with a clean, healthy and therapeutic environment for the patients and staff by meeting The Joint Commission and Center of Medicare and Medicaid Services cleanliness standards. The Environmental Services Department has 80 + custodians that clean over 1 million square feet,

thirty patient units, schools, treatment malls, food service, clinical support areas, offices and common areas. The Department impacts and effects all other departments and programs at the Hospital providing 1700 + staff and 700 + patients with a clean and safe environment to work and live in.

- 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:**

The purpose of this position is to assist the Director in all phases of planning, implementing and evaluating the services provided by the department, directing Environmental Services (EVS) staff and managing the operations of the department. Ensure the hospital staff, visitors and patients are provided with a clean, safe and healthy environment to work and live in; ensuring the department's operations comply with state and federal laws, regulations and accreditation guidelines. This position is also responsible for coordination and implementing the hospital recycling and bio-hazard transport and storage, mold, rodent and pest control protection and treatment. Assist the Director in scheduling mandatory and annual trainings, developing weekly special project tracking list, and ensuring performance standards meet The Joint Commission and Centers for Medicare and Medicaid Service (CMS) standards.

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.

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

% of Time	N/R/NC	E/NE	DUTIES
50%	NC	E	PROVIDE SUPERVISION: <ol style="list-style-type: none"> 1. Plan, assign and review the work of assigned custodial staff. Adjust work and assignments, workloads, and emergency situations. Evaluates employee performance and prepares performance appraisals. 2. Ensures that all custodial employees' training needs are arranged and provide the department training on an annual basis. Provide initial orientation to new employees for all aspects of the department. 3. Participates in the interview and selection process. Counsel and coach staff in work related activities, resolve personnel problems and complaints. Implement appropriate personnel action including progressive discipline measures in accordance with Human Resource policies and procedures. 4. Assist the director with developing custodial methods and practice special projects and other reports as requested.

			<ol style="list-style-type: none"> 5. Solicits employee cooperation and foster commitment toward the department and facility directions. 6. Work directly with custodians to ensure cultural diversity is an activity of the department's goal. 7. Develop strategies to recruit, retain and promote a diverse staff that represents the population that is being served in Oregon.
15%	NC	E	CONDUCT INSPECTIONS:
			<ol style="list-style-type: none"> 1. Conduct weekly inspections on the hospitals clinical program areas and all support areas to ensure patients, staff and visitors are provided with a clean, safe, and healthy environment to work and live. 2. Maintain cleanliness standards to meet the hospital certification requirements. 3. Assist the Director in collecting, monitoring, and correlating data used by Quality Improvement and Environment of Care that identifies a hospital wide plan of action.
30%	NC	E	ADMINISTRATIVE DUTIES:
			<ol style="list-style-type: none"> 1. Assist in determining cleaning specifications for patient care and support areas throughout the hospital. 2. Work directly with custodial staff, training them on SDS reports, floor care, chemical usage, trouble shooting, and new product use. Provide employee training and new employee orientation, control and monitor and special projects for quality and completion in a timely manner. 3. Estimate and requisition needed equipment and supplies; assess cleaning that may be needed. Report any repair work or decide the appropriate resources for the needed repairs. 4. Write progress and accident reports, inspect custodial equipment to ensure they are safe and in good operating condition. 5. Assist in the Director in budget planning for equipment acquisitions. 6. Maintain current records on personnel and timekeeping, equipment, supplies inventory, training, mold, and pest control records. 7. Actively participate in policy decision making regarding department goals and objectives, custodial services, problem resolution and resource utilization.

			<ol style="list-style-type: none"> 8. Ensure conformance with established policies and procedures pertaining to custodial services, purchasing, fiscal and personnel practices. 9. Approve or deny time off in the hospitals Electronic Time Keeping Management System (AP) 10. Submit work orders in the Computerized Maintenance Management System (Z-link). 11. Complete quarterly performance feedback meetings with employees in Workday.
5%	NC	E	HOUSEKEEPING WORK:
			<ol style="list-style-type: none"> 1. Coordinates the delivery of supplies, picks up and delivers infectious waste to the designated storage areas. 2. Actively participates in emergency response and clean up. 3. May perform general cleaning duties and floor care activities as needed or in the event of a temporary staffing shortage, perform minor and uncomplicated repairs in the maintenance of custodial equipment.
Ongoing	NC	E	CULTURAL COMPETENCY AND DIVERSITY:
			<ol style="list-style-type: none"> 1. Demonstrates recognition and appreciation of the value of individual and cultural differences. 2. Consistently treats consumers and co-workers with dignity and respect. Uses a culturally diverse approach in all interventions. Demonstrates sensitivity to cultural difference among staff, patients, and their families. 3. Ensures that services are provided in a culturally competent manner, including availability of printed materials in alternative languages and /or formats and use of appropriate interpretive services for patients and their families. 4. Facilitates and supports staff participation in diversity training and multi-cultural events. 5. Utilizes hospital resources for assistance with service delivery issues.
Ongoing	N	E	CORE VALUES:
			<ol style="list-style-type: none"> 1. As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment in services delivery with the OHA Core Values of Integrity, Stewardship, Responsibility, Respect and Professionalism and OAH Core Values of Inspiring Hope, Promoting Safety and Supporting Recovery.

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's daily work is performed in a psychiatric hospital environment in the presence of people experiencing or living with mental illness whose behavior may be unpredictable or become violent. This position is required to work in large enclosed quarantined patient care areas, or in other areas where people with communicable diseases may be present.

This position's daily work environment frequently includes safety and security alerts and alarms, and other emergencies. This position must be adept at leading responses within their purview.

This position's work environment often includes working with or proximity to cleaning agents, chemicals, mold, waste, fumes, pest control products, and biohazards.

This position is required to safety lift up to 50 lbs.

This position may be required to work hours in addition to or outside their regular schedule.

This position is required to maintain N-95 respirator compliance.

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:

- * Policy and Procedure Manual, Oregon State Hospital, Environmental Services Department
- * Policy and Procedure Manual, Oregon State Hospital, Infection Control Department
- * Policy and Procedure Manual, Oregon State Hospital, Oregon State Hospital
- * Management Directives, Mental Health Division, State of Oregon
- * Joint Commission on Accreditation of Healthcare Organizations Standards
- * State Fire Marshal Regulations
- * Oregon State Health Department Guidelines

b. How are these guidelines used?

To set standards for cleanliness levels within patient living, diagnosing areas and staff work areas. Establish proper procedures for cleaning all areas.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

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

Who Contacted	How	Purpose	How Often?
OSH Staff	In Person	While performing assigned duties	Daily
Patients	In Person	While performing assigned duties	Daily
Public	In Person	While performing assigned duties	Daily
Contractors	In Person	While performing assigned duties	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

Decisions related to custodial services, pest and rodent control, fungus treatment and remediation, recycling, bio hazardous waste, as well as emergency responses that are made by this position. The decisions made directly affects the quality of cleanliness levels for patients, staff performance and a safe healthy environment for the hospital.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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

Classification Title	Position Number	How	How Often	Purpose of Review
Construction & Facility Manager 1	2502001-000000020692	Written/Observed	Daily	Review Operating Systems & Procedures

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 8

How many employees are supervised through a subordinate supervisor? 14

b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares and 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.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

This position requires current knowledge of, and the ability to train on, sanitation, cleaning and disinfection safety, methods and practices. This position is required to maintain knowledge of The

Joint Commission Standards and Center for Medicare and Medicaid Services regulations as they relate to the purview of this position.


This position must contribute to agency and division Quality Improvement and must be familiar with and adhere to Human Resources policy. This position is required to satisfactorily complete all Agency, OSH and departmental mandatory trainings, including (but not limited to) Infection Control and Fire Life Safety.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
Operating Area	Biennial Amount (\$00,000.00)	Fund Type

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	Aug 15, 2024 _____ Date