

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

Facility Services supports the Oregon State Hospital in its vision and mission. Facility service staff members provide technical assistance, subject matter expertise and support for projects and work requests using a customer centered approach. The Facilities team is part of the Operations Group which is responsible for three behavioral care hospitals in the State of Oregon, covering over 2M sq. ft. of physical plant assets.

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:

This position does routine and emergency maintenance repairs to all areas of the hospital. This includes minor plumbing, electrical, carpentry, glass replacement, as well as general maintenance, such as; installing bulletin boards, unplugging toilets and sinks, and changing lights.

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
25%	N/C	E	This position rotates carrying the emergency radio and responds to campus wide emergencies. These emergencies cover a variety of areas and repairs, for instance, fire, flood, broken pipes, stuck elevator, and broken windows. The position also directs the fire department to the location of the announced alarm, provides needed assistance, resets fire alarm panels, and supports hospital staff during emergencies.
5%	N/C	E	This position makes repairs to electrical equipment. The persons electrical license in this position defines the scope of the electrical repair.
25%	N/C	E	This position responds to plumbing emergencies and repairs. The emergencies and repairs include leaking faucets, toilets, unclogging plumbing pipes and sinks. This position also installs new bathroom fixtures, such as flushometers, faucets, and vacuum breakers. This is not an all-inclusive list but examples.
10%	M/C	E	This position makes rounds of engineering spaces to determine the operating condition of machinery and looks out for unusual conditions that may become hazardous to patients and staff.
20%	N/C	E	This position performs emergency and routine maintenance repairs to hospital buildings and equipment. This position responds to and repairs locks, doors, door closures, toilets, sinks, showers. This is

			not an all-inclusive list but examples.
5%	N/C	E	This position installs items to walls, for instance; pictures, bulletin boards, small cabinets, paper towel dispensers, and shower curtain assemblies by using the proper anchoring system.
5%	N/C	E	This position repairs, various hospital equipment, for instance; tables, chairs, tray chairs, hospital beds, and other items directly affecting patient care.
5%	N/C	E	This position repairs and adjusts heating, air conditioning, and ventilation equipment as required to maintain the proper atmospheric environment in the wards.
Ongoing	NC	E	<p>CULTURAL COMPETENCY AND DIVERSITY</p> <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. Assures 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 or guardians. 4. Utilizes hospital resources for assistance with service delivery issues.
Ongoing	NC	E	<p>Core Values</p> <p>Demonstrates awareness, understanding and alignment with OHA Core value of Service Excellence, Leadership, Integrity, Health Equity, Partnership and OSH Core Values in Promoting Safety, Inspiring Hope and Supporting Recovery.</p>

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.

The employee is required to work in a secure environment in an area with mental patients on a daily basis, Must be able to lift and carry heavy objects. Must often work alone. This could be daily activities. Work hours subject to change with little notice. May be required to work hours that exceed regular schedule, i.e. a double shift or a different shift in addition to regular schedule.

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:

Oregon State Hospital Policies and Procedures, Facilities Services Policies and Procedures, OSHA Rules, APD Rules, UMC, UBC,LSC,NEC,UPC,NFPA and SAIF.

- b. How are these guidelines used?

All work must be performed to codes and standards to insure the safety and welfare of the worker as well as the other staff and patients, and that all work is done legally and to industry standards

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?
Hospital staff	Phone/in person	Work Request	Daily
Contractors	In person	Check jobs	
Supervisors	Phone/ in person	Work Assignments	Daily
			Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

The employee in this position works alone and decides the best way to perform the maintenance required. The employee must prioritize multivarious work situations during their shift. The employee must work well with staff to provide the best possible service to them and the mission of 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
----------------------	-----------------	-----	-----------	-------------------

Maintenance & Operations Supervisor	9901033	Checking Jobs	Daily	Ensure quality of work and timely completion.

SECTION 9. OVERSIGHT FUNCTIONS

- 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?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input 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 works as a Facilities Maintenance Specialist, performing all applicable repairs for that position. This position does most of the day to day maintenance repairs in all areas of the hospital. He often works alone on nights or weekends and is the one of the responders to emergency repairs, leaks, fires, etc.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

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

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

Date