



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
3/22/24

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ 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: Construction & Facility Maintenance Supervisor 2
- b. Classification No: X7156 c. Effective Date: 3/22/24
- d. Position No: PPDB 1022025 POS#000000144737
- e. Working Title: Trades Maintenance Supervisor
- f. Agency No: 44300
- g. Section Title: Oregon State Hospital Junction City
- h. Employee Name: Vacant
- i. Work Location (City — County): Junction City - Lane
- j. Supervisor Name: Joseph Pickering
- 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.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

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 2 million 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:

The Trades Maintenance Supervisor directs and monitors the work performed by employees assigned to the Facility Services Department and outside contractors. The Trades Maintenance Supervisor ensures the Oregon State Hospital follows all applicable rules, policies, procedures and it works toward providing viable systems approach to maintenance and trades operations. For example, the development of Preventative Maintenance programs and processes to ensure the hospital is always ready for a survey from the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) or other agencies like, OR-OSHA, Licensing, or Sanitation agencies. This position works toward the Mission of Oregon State Hospital.

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%	NC	E	The Trades Maintenance Supervisor (TMS) maintains the daily operational functions of the Facility Services Maintenance Department. The TMS assigns daily work, meets daily with staff to ensure agreed upon goals, objectives and target dates are met. Reviews and develops work procedures that are consistent with Hospital and Program Policies and Procedures. This position must ensure programs are kept involved in the daily facility services operations.
10%	NC	E	The TMS keeps historical and JCAHO survey records for inclusion into various reports prepared by the Facility Services Manager. The TMS reviews the maintenance database for correctness. These records need to include information for hospital inspections, like OR-OSHA, sanitation, JCAHO, and inspections from other agencies.
10%	NC	E	Works toward creating processes that include Preventative Maintenance in all phases of Facility Services Operations.

5%	NC	E	Conducts work inspections and responds to issues of safety and security for the OSH staff and patients. Works in a proactive manner and has daily contact with Program Director, Infection Control, Wards and other stakeholders to assess, prioritize and complete their repairs.
5%	NC	E	Provides cost estimates ad requested through the Facilities Services Manager. Oversees projects to ensure contractors comply with the contract and specifications. The TMS serves as that point for the daily work that includes work performed by contractors. Discusses and recommends to the Facility Services Manager about the selection of contractor for small and large projects.
5%	NC	E	Prepares written instructions for work assignments, resolves disputes, and prepares narrative and statistical reports as required by the Facility Services Manager.
5%	NC	E	Continually evaluates the quality of services provided by reviewing reports and/or statistical data; by conferring with reporting staff, and by contacting and reviewing information from end users.
35%	NC	E	Research and orders parts, prepares RFPs, maintains SPOTS card, and maintains contracts.
Ongoing	NC	E	CULTURAL COMPETENCY AND DIVERSITY 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	Core Values 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.

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 contact with patients on a daily basis. Employee may be required to 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. The employee must work outside in inclement weather, work from ladders and scaffold, lift and carry heavy objects, and work independently.

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:

Federal and State Laws, Judicial rulings governing care and treatment of mentally/emotionally disturbed persons. State Administrative Rules Department of Consumer and Business Services, Department of Justice. OHA/DHS Policies. OSH Policies and Procedures. •The Joint Commission (TJC)• Regulatory entities such as Fire Marshal, OR-OSHA, ADA, and licensing and certification organizations.

b. How are these guidelines used?

Requires interpretation and the development of practical applications. Provides framework for development of policies and procedures and administration of department. Used to guide decisions and actions covered. All work must be performed to codes and standards to ensure 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?
JC Physical Plant (Facilities Services) Manager	In Person/ phone/Email	Planning, support, and supervision	Daily or as needed
Hospital staff	In Person/ phone/Email	Maintenance repairs	Daily
Patients	In Person	Maintenance repairs	Daily
Sales Representative	In Person/ phone/Email	Parts and Materials	As needed
Contractors	In Person/ phone/Email	Contracting	As needed
Regulatory Agencies	In Person/phone/Email	Compliance to codes, rules and	As needed

		regulations	
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SECTION 7. POSITION-RELATED DECISION MAKING

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

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.

Hiring, discipline and removal of employees. Maintenance of appropriate staffing levels; grievance management. ensures OSH Facilities can continue as necessary. Prioritizes daily work of Facilities staff. Provides for orderly continuance of operations.

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
JC Physical Plant (Facilities Services) Manager	55775	Review of projects & work orders. Consultation and oversight.	Daily or as needed	For approval and input to ensure quality of work and timely completion

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 10

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 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 maintainance of a valid Oregon Drivers License.

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

Apr 17, 2024

Date