



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
3-11-2024

Agency: Oregon Health Authority

Division: 44300

☐ 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 1
- b. Classification No: 7157 24X c. Effective Date: _____
- d. Position No: 169243
- e. Working Title: Environmental Services Supervisor 1
- f. Agency No: 44300
- g. Section Title: Environmental Services
- h. Employee Name: _____
- i. Work Location (City — County): Junction City - Lane
- j. Supervisor Name: Karen Peery
- 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 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 stakeholders 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.

The mission of OSH is to provide therapeutic, evidence-based, patient-centered treatment focusing on recovery and community reintegration all in a safe environment.

At OSH, we put the patient first, and employees play an essential role in achieving the hospital’s vision to be a psychiatric hospital that inspires hope, promotes safety and supports recovery for all. At maximum capacity, OSH Salem and Junction City will be able to serve a combined 794 patients on 28 treatment units and 9 residential cottages. Services include psychiatric evaluation, diagnosis, and treatment, as well as community outreach and peer support.

- 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:**

Directs and monitors work performed by Custodians assigned to the Environmental Services Department (EVS) in Junction City to ensure EVS is meeting cleaning standards set by multiple regulatory bodies such as; The Joint Commission (TJC), Centers for Medicare & Medicaid Service (CMS), OR-OSHA, Centers for Disease Control (CDC) 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
50%	NC	E	SUPERVISION:
			1. Plan, assign and review the work of assigned to the custodial staff. Adjust work and assignments, workloads, and emergency situations. 2. Assure that all custodial employees training needs are arranged and provide the department training on an annual basis. Provide initial orientation to new employees. 3. Participates in the interview process. Counsel and coach staff in work related activities, work to resolve personnel problems and complaints. Initiate appropriate personnel action in accordance with Human Resource Policies and procedures. 4. Solicits employee cooperation and foster commitment toward the department and facility directions. 5. Work directly with custodians to ensure cultural diversity is an activity of the department's goals. 6. Develop strategies to recruit, retain and promote a diverse staff that represents the population that is being served in Oregon.
15%	NC	E	INSPECTIONS:
			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:
			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. Maintain current records on personnel and timekeeping, equipment, supplies inventory, training, and pest control records. 6. Actively participates in the department goals and objective, custodial services, problem resolution. 7. Ensure conformance with established policies and procedures pertaining to custodial services, purchasing, fiscal and personnel practices. 8. Approve or deny time off in the hospitals Electronic Time Keeping Management System (AP) 9. Submit work orders in the Computerized Maintenance Management System (Z-link). 10. Complete quarterly performance feedback meetings with employees in Workday.
5%	NC	E	HOUSEKEEPING WORK:
			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
Ongoing	NC	E	CULTURAL COMPETENCEY 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. 4. Facilitates and supports staff participation in diversity training and multi-cultural events. 5. Utilizes hospital resources for assistance with service delivery issues.
Ongoing	NC	E	CORE VALUES

			1. Demonstrates awareness, understanding and alignment with OHA Core values of Service Excellence, Leadership, Integrity, Health Equity, Partnership and OSH core Values in Promoting Safety, Inspiring Hope, and Supporting Recovery.
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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.

On a daily basis this position is required to perform work in areas where there are mentally ill patients. At anytime there is a chance of a violent patient outburst that may be verbal or physical in nature. The employees in these positions are exposed daily to cleaning chemicals, fumes, body excrement, blood, body substance spills, hazardous medications, and patients with communicable diseases. They are required to work in enclosed quarantined patient care areas. They are required to safely lift a maximum of 50 lbs. Maybe required to work hours that exceed regular schedule such as a double shift or a different shift in addition to a 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:

1. Policy and Procedure Manual, Oregon State Hospital, Environmental Svc. Department
2. Policy and Procedure Manual, Oregon State Hospital, Infection Control Department
3. Policy and Procedure Manual, Oregon State Hospital, Department of Human Resources
4. Management Directives, Oregon Health Authority, State of Oregon
5. Joint Commission on Accreditation of Healthcare Organization Standards
6. State Fire Marshal Regulations
7. Oregon State Health Department Guidelines

b. How are these guidelines used?

To set standards for cleanliness levels in patient living areas, diagnosing areas, and staff work areas. Establishes proper procedures for cleaning all areas of the hospital.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

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?
Construction & Facility Maintenance Manager 1	Phone / In person	Supervision	Weekly
Construction & Facility Maintenance	Phone / In person	Supervision	Daily

Supervisor 2			
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:

Flexibility within the functional on what to clean and when due to patient behaviors, deep cleans and room moves. The decisions made directly effect the cleanliness levels 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
Construction & Facility Maintenance Supervisor 2	36824	In person, verbally, and written.	On-going	Update and achieve goals and objectives.

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 7
- 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.

Requires knowledge of sanitation, cleaning and disinfection methods and practices. Knowledge of custodial training principles, Joint Commission on Accreditation on Healthcare Organizations and

Center for Medicare and Medicaid standards. Quality Improvement and Human Resource policies and procedures. One year of this experience must have included lead work or supervision in a comprehensive hospital/facility setting.

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