



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
03/14/24

Agency: Oregon Youth Authority

Facility/Operational Area: Central Support- Physical Plant Operations

New Revised

This position is (Service Type):

- Classified (C)
- Unclassified (U)
 - Executive Service (Z)
 - Supervisory
 - Non-Supervisory
- Management Service (X)
 - Mgmt Svc - Supervisory (MMS)
 - Mgmt Svc - Managerial (MMN)
 - Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Construction and Facility Maint. Mngr 3</u></p> <p>c. Effective (Established) Date: _____</p> <p>e. Working Title: <u>Facilities Manager</u></p> <p>g. Section Title: <u>Business Services - PPO</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): <u>Central Office, Salem</u></p> <p>l. Supervisor Name: <u>Rex Emery</u></p> <p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> <p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>	<p>b. Classification No: <u>X7008</u></p> <p>d. Position No: <u>0797103</u></p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: _____</p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXN) <input type="checkbox"/> SEIU (OA)</p> <p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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p. Eligible for PERS Police and Fire Designation per **ORS 238.005**: Yes No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. Yes No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth youth in custodys accountable and providing opportunities for reformation in safe environments. We

accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

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.**

A part of the Business Services department, the purpose of Physical Plant Operations (PPO) is informed by the mission of the agency: ensure the physical security of youth facilities to protect the public and for youth accountability; facilities are built to be conducive to youth reformation treatment; and buildings and grounds are well maintained to provide safe physical environments for both youth and staff.

The Physical Plant Operations program is responsible for the administration, policy making, and strategic planning for the OYA's buildings portfolio. The program oversees the agency's building and land capital assets, consisting of eight youth correctional facilities and camps around the state totaling 588,000 square, 332 acres, and valued at \$149 million.

- 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:"**

Direct the administration and work of the OYA's Physical Plant Operations division to provide beneficial environments for OYA staff, youth, and the public. Responsible for ensuring the efficient, cost-effective, safe, and secure functioning and operations of nine correctional facilities and camps located across Oregon.

Oversees thirty-three physical plant personnel doing building trades, administrative, and construction project management work and the Security Technology Program. Ensure adequate and competent staffing for the section. The Facilities Manager is responsible for hiring, training, personnel actions, timekeeping, evaluating performance, resolving grievances, determining the need for progressive discipline, and fostering a positive team-oriented workforce. Responsible for the performance of subordinate leaders including maintenance and operations managers, and the lead construction project manager.

Coordinate activities with other governmental jurisdictions, state agencies, and OYA divisions in areas of mutual concern to further the business of the government of the state of Oregon. Help develop new policy for facilities management and ensure compliance with established policies, programs, laws, rules, and regulations.

Primary responsibility for every PPO employee is for the safety, health, and wellbeing of youth youth in custodys.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency’s core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

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.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
45%	NC	E	<p>Administration</p> <p>The OYA Facilities Manager directs the day-to-day operations for the Physical Plant Operations (PPO) section to provide safe and secure physical spaces for youth and staff consistent with the agency's goals and mission.</p> <p>Determine program policy and develop strategic plans by analyzing relevant issues including juvenile justice programs, agency goals, facility maintenance and repair needs, staffing capabilities, future space needs and new construction, procurement, and building sustainability.</p> <p>Manage biennial budgets: \$11 million for physical plant operations: for maintenance and repair of agency buildings, thirty-three employees, utilities and fuel; \$750,000 for capital improvements; and capital construction budgets which have totaled over \$68 million.</p> <p>Directs the administration of the PPO department: evaluates the quality of services provided through review of maintenance work order reports, customer service</p>

<p>% of Time</p>	<p>N/R/NC</p>	<p>E/NE</p>	<p>DUTIES</p>
			<p>surveys, and the OYA performance management system report’s data and through meetings with staff; authorizes redistribution of staffing and fiscal resources to meet changing program needs; resolving conflicts between staff and Institutional Operations colleagues on areas of shared responsibility; establishing reporting relationships and administrative controls over plant program operations; coordinating activities with other agencies and divisions in areas of mutual concern in order to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations.</p> <p>Through subordinate managers and Lead Workers, oversee the PPO section of the OYA Business Services Department (BSD). Supervise managers and a team of trades professionals. Actively participate in the agency's overall strategic planning, goal setting, policy development, and program management—centering Diversity, Equity, and Inclusion (DEI) and OYA’s Positive Human Development (PHD) initiative in the work. Provide leadership and direction to provide equitable and inclusive work environments by setting expectations and providing learning opportunities in performance check-ins, team meetings, and strategic planning. Supervise, hire, monitor performance, develop, coach, discipline, and provide direction to employees. Hear, respond, and resolve employee grievances.</p> <p>Determine each camp and facility’s staffing coverage needs for physical plant activities and assign employees as appropriate. Require employee skill sets needed for building assets preservation and include unique programming specific to corrections such as the electronic security systems and camera surveillance for compliance with the Federal Prison Rape Elimination Act.</p> <p>Responsible for stewardship of taxpayer-funded resources for PPO program operations. Manage biennial budgets: \$12 million for physical plant operations for maintenance and repair of agency buildings, personnel, utilities, and fuel; \$1,750,000 for capital improvements; and capital construction budgets, which have totaled over \$68 million.</p> <p>A regular participatory member of the agency’s Joint Management Team. Obligations include helping shape the agency’s direction, policy, programs, and initiatives. This position must help establish the programs that shape physical plants, e.g., buildings and grounds aligned to the Youth Reformation System and Positive Human Development ideals, support best practices in educational environments, and provide culturally responsive art and architecture.</p> <p>Direct program development, administration, execution, and evaluation in determining physical plant space needs, space condition, and appropriateness of use for youth engaged in reformation programs. Assess the availability of human, fiscal, and equipment resources needed to implement and direct the most effective utilization of these resources.</p> <p>Prepare or direct the preparation of reports, summaries, and presentations related to deferred maintenance, capital improvements, code compliance, environmental</p>

<p>% of Time</p>	<p>N/R/NC</p>	<p>E/NE</p>	<p>DUTIES</p>
			<p>compliance, land management, Americans with Disabilities Act, and Prison Rape Elimination Act compliance.</p> <p>Direct the physical plant operations of the Oregon Youth Authority by developing and implementing agency-wide policies and protocols governing property management, asset preservation, construction projects, formal purchasing, personal management, internal controls, and coordination, and resolve areas where there is non-compliance with the policies and laws.</p> <p>Develop and implement processes and reports and ensure compliance with the Governor’s Executive Orders related to physical plant operations.</p> <p>Defines methods, processes, and measures for implementing the OYA Performance Management System (OPMS) within PPO. Monitor PPO’s OPMS performance measures and implementation plans for improvements.</p> <p>Lead the development of the agency’s 10-Year Strategic Plan for facilities to determine priorities for physical plants aligned with best practices in juvenile justice programming. This includes meeting with Juvenile justice consultants, providing strategies to resolve deferred maintenance, creating developmental spaces for all facilities, and assessing leased space use to state policy. Direct the implementation of the plan capital construction projects aligning physical environments to program-wide goals (protect the public and support youth reformation), initiatives (Diversity, Equity, and Inclusion, Positive Human Development, and Youth Reformation System), objectives (Prison Rape Elimination Act and Asbestos Hazard Emergency Reporting Act for educational facilities) and performance measures (OYA Performance Management System and Key Performance Measures).</p> <p>Direct the PPO biennial budget request and Capital Projects Advisory Board submission, including the development of policy packages. Prepare by determining capital improvement/construction needs, building maintenance priorities, compliance with laws, and sustainability by justifying/defending initiatives, quantifying needs, and making compelling arguments for the request. Making verbal and written presentations to OYA leadership teams, Capital Projects Advisory Board, Capital Planning Commission, DAS Budget and Management for the Governor’s budget, Legislative Fiscal Office, and the state legislature to obtain the necessary funding to support the program.</p> <p>Develop and maintain positive, professional contacts with public bodies with policy-making authority, other high-level officials, institution staff, and the public. Includes representatives of professional organizations, citizens and citizen groups, neighborhood associations, the news media, other states; and other Oregon, Federal, and municipal agencies. Performance of duties includes addressing and advising these contacts on OYA programs and policies, resolving disputes, responding to sanctions, preparing reports and correspondence, and maintaining liaison with representatives of other agencies. These contacts include state legislators, legislators’ representatives, and the Legislative Fiscal Office; representatives from the Governor’s office, including Budget and Management and</p>

<p>% of Time</p>	<p>N/R/NC</p>	<p>E/NE</p>	<p>DUTIES</p>
			<p>responding to Executive Orders, Certification Office for Business Inclusion and Diversity (COBID), and Economic Development; Capital Projects Advisory Board (CPAB); Central Facilities Planning Committee (CFPC); Public Lands Advisory Committee; consulting architects and engineers; Federal agencies including the Environmental Protection Agency, Bureau of Labor and Industries; State agencies' including the Office of the State Fire Marshall, OSHA, the Oregon Facility Managers Group, Department of Corrections, Department of Administrative Services: (Facilities, Surplus Property, Fleet Services, and Procurement); and tribal, city and county governments.</p>
<p>25%</p>	<p>NC</p>	<p>E</p>	<p>Building and Land Capital Assets Renewal</p> <p>Direct the Oregon Youth Authority's maintenance and asset preservation program. Manage \$319 million in agency buildings and building systems: design and develop programs to resolve building deficiencies and deferred maintenance; provide data collection systems including facility condition assessments, facility project plans, budget tracking, and code compliance monitoring; set up structures within the PPO to meet fire-life-safety, security, health, and welfare, and provide space conducive to youth youth in custody reformation treatment. Provide spaces for OYA youth and staff that are well-maintained and cared for.</p> <p>Perform contract administration of numerous construction and trade contracts, with work co-occurring across all youth correctional facilities and camps. Work with OYA and DAS contract personnel to prepare contracts. Monitor directly or through subordinates, construction, public works, and repair and maintenance projects. Develop scope of work, project priorities, budget, and planning for capital improvement and maintenance projects.</p> <p>Provide program and resource structure to operate buildings and complete maintenance, repair, and capital improvement work. Operate all building, grounds, and site infrastructure systems, including specialty systems such as sewer plants, lift stations, wells, water treatment facilities, detention housing, commercial food service facilities, high schools, and medical and dental clinics.</p> <p>Report on PPO sections of the OYA performance management system and agency key performance measures.</p> <p>Analyze and implement changing juvenile operations standards requiring building modifications to comply with new standards.</p> <p>Prepare records for the assets preservation portions of The 10-Year Strategic Plan for Facilities. Commission and direct consultants and OYA staff in biannual Facility Condition Assessments (FCA) of all buildings, building systems, and infrastructure. Evaluate the condition, needed repairs, and improvements required for buildings, prioritized by year, with the costs escalated to the mid-point of construction. Prepare, prioritize, and update the plan for deferred maintenance, assets renewal, Americans with Disabilities Act, seismic stability, hazardous building materials, and</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>capital improvements for facilities and camps. Maintain all records in the Computer Maintenance Management Software program for continuous updates as work is added and completed.</p> <p>Prepare agency's budget request documents and forms for capital construction, facilities maintenance plan, and capital assets renewal plan. Make presentations on the agency's behalf to the state legislature, and the Capital Project Advisory Board. The facilities budget request must be based on industry best practices, sound business principles, defensible methodology, and fidelity to taxpayer investments.</p> <p>Develop and implement the allocation formula for maintenance and repair budgets, utilities, capital improvements, deferred maintenance, and emergency repair budgets. Direct the tracking, monitoring, ranking, and reporting of those budgets to maximize the use of the limited funds. Approve expenditures of funds. Work with OYA leadership continuously to determine costs for agency initiatives, reorganizations, and new programs and reallocate PPO budgets to accommodate changes. Allocate resources (personnel, utilities, supplies, and services) between the facilities and camps.</p> <p>Design, develop standards, and direct all building layouts, modifications, and systems to be suicide resistant, appropriate for mental health environments, durable for high abuse clients, secure for youth and staff protection, and safe, including developing standards for the Prison Rape Elimination Act and to protect against physical and sexual abuse.</p> <p>Build partnerships with facility superintendents, camp directors, and peer, Business Services Department, and section managers.</p>
25%	NC	E	<p>Capital Improvements and Construction</p> <p>Leads the capital improvement program to enhance juvenile justice operations, provide for capital renewal, and repair or replace building systems at the end of their service life. Provide for the operation of physical plants that house youth youth in custodys by ensuring buildings are in good condition and adapted to the unique and complex needs of juvenile corrections, including physical and electronic security, hardened environments that have treatment-oriented finishes, suicide-resistant interiors, "line of sight" floor plans that improve supervision of youth in custodys and are compliant with the Prison Rape Elimination Act (PREA) and provide spaces that are conducive to treatment modalities.</p> <p>Provide program and resource structure to prioritize major maintenance, repair, and capital construction activities and projects to factor in emergency projects, electronic and physical security building improvements, CCTV and access control systems, building asset preservation, renovation projects, replacing functionally obsolete building equipment, and projects that generate cost savings through energy improvements.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Prepare requests for proposals soliciting architectural and engineering consultation and design—guide consultants in developing building designs. Work with architects and engineers to verify that designs meet project criteria and the agency's needs. Review designs and specifications for compliance with codes and regulations, energy efficiency, durability of building materials, usefulness, longevity, proper construction methods, and best value.</p> <p>Prepare the agency's budget request for capital construction and assets renewal plan following the state's budget development schedule. Make presentations on the agency's behalf to the state legislature. Budget requests must be based on industry best practices, sound business principles, defensible methodology, fidelity to taxpayer investments, and the agency's strategic plan.</p> <p>Develop the 10-Year Strategic Plan for Facilities. The plan articulates the agency program objectives for ideal youth reformation facilities across the entire portfolio of buildings. It is also the source document for the capital construction budget request and prioritization of projects.</p> <p>Direct bond-funded capital construction projects through subordinate managers, Lead Workers, and employees; establish scopes of work to prepare feasibility studies, plans, and specifications following state laws. Coordinate construction from feasibility and programming studies to completion of work and certificate of occupancy.</p> <p>Oversee the work of general contractors with the lead construction projects manager for capital construction projects. Ensure that work is completed on time and within budget. Inspect construction projects for adherence to contract specifications, plans, and applicable building codes. Facilitate the solution of contract disputes; determine the best course of action depending on the contract situation. Establish and approve project budgets, contingency amounts, and change order processes. Monitor project funds to ensure proper documentation and accounting of expenditures. Direct the completion of project reports to track expenses and timelines. Ensure record documentation is provided at project closeout and retained by policy.</p>
5%	N	E	Perform other duties as assigned by the BSD Assistant Director or agency Director.
Ongoing	N	E	<p>Advance Diversity, Equity, and Inclusion:</p> <p>Provide environments where everyone has access and opportunity to thrive. Develop and advance DEI goals and set up systems of accountability.</p> <p>Identify and eliminate systemic barriers and processes that harm individuals, particularly people from present-day and historically marginalized groups, in actions and communications.</p> <p>Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making on under-served and</p>

% of Time	N/R/NC	E/NE	DUTIES
			marginalized people. Actively engage diverse voices in equitable decision-making and analyzing equity in business processes.
100%			
<p><i>Essential functions of all supervisors include:</i></p> <p><i>Understand EEO, AA, Diversity and Cultural Competency principles, and the agency's AA Plan goals and objectives. Develop and implement strategies to meet goals and objectives; and report annual efforts, successes and/or accomplishments during the period.</i></p> <p><i>Review hiring, transfers, promotional, developmental/rotational or training practices and procedures to identify and remove barriers to the attainment of the agency's goals and objectives. Engage in appropriate recruitment efforts designed to reach the agency's goals and objectives.</i></p> <p><i>Make hiring, transfer, and promotional decisions in support of the agency's goals and objectives including developmental, rotational and/or training opportunities for all employees. Actively mentor people of diverse backgrounds, people with disabilities and/or women in skill-building and professional development.</i></p> <p><i>Promote and foster a positive work environment within Agency programs concerning EEO, AA, Diversity, and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures, and address work-related issues and/or concerns immediately and take appropriate action if necessary.</i></p> <p><i>Attend EEO, AA and other diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development.</i></p> <p><i>Ensure information regarding EEO, AA and Americans with Disabilities Act (ADA) information is properly displayed on the appropriate boards at the worksite(s).</i></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.

This position is located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure custody, control, and supervision of youth youth in custodys. Security and control take priority over all responsibilities. The employee in this position must be constantly vigilant and aware of potential breaches of safety or security and is required to initiate immediate and appropriate responses to such breaches.

Requires responding to emergencies, equipment failures, and snow and ice storms outside of regular working hours. The position is subject to after-hours callback. May be required to work in confined spaces, on roofs, etc.

Frequent travel to institutions and camps throughout the state. Requires a valid driver's license or an acceptable alternate method of transportation.

All OYA facilities and camps are tobacco-free environments.

Daily contact with youth youth in custodys who exhibit hostile, assaultive behavior. This position is located in close custody facilities which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to ensure the custody, control, and supervision of youth youth in custodys

Staff is expected to be a positive example and role model for other staff and youth. The staff is to be supportive of OYA, YCF, and camp policies and procedures. Being a positive role model includes but is not limited to reliability; dependability, regular and punctual attendance in order to provide consistent services and public safety; neat personal appearance; treating all humans with respect; and being a law-abiding citizen. Each employee is to provide a positive, affirming environment that values their fellow employees and the people they serve.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

May be subject to a hostage situation.

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.

- OYA Policy Manual
- Facility Guidelines and Procedures
- PPO Protocol and Procedure Manual(s)
- Oregon State Building Codes
- Oregon State and Federal Rules and Regulations
- OR-OSHA safety rules and regulations
- Department of Environmental Quality (DEQ) Rules
- Environmental Protection Agency Rules
- Equipment Manuals
- Correctional Facility Policy and Correctional Facility Guidelines and Procedures
- Uniform Fire Code
- Uniform Building Code
- Project Plans and Specification
- Prison Rape Elimination Act standards and policies
- Positive Human Development and Youth Reformation System building alignment and design

b. How are these guidelines used?

The person in this position must be familiar with the above guidelines for job-related duties and responsibilities to ensure that practice and operations comply with state, federal, and agency policy, law, rules, regulations, and guidelines. To ensure that all activities related to facilities services are completed in a safe, legal, and professional manner.

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 table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How Often
Public groups such as neighborhood associations, chamber of commences, and so on.	In person by making formal presentations or on the phone or in email	To provide information and receive feedback related to OYA physical plant operations.	Quarterly or as needed
Legislators and Staff	In person by making formal presentations	At Legislative session and as requested to provide information and receive feedback related to OYA physical plant operations.	Multiple days during session or as needed
Juvenile justice leaders from other Jurisdictions	In person by making formal presentations, in meetings, or on the phone or in email	Provide information about OYA programs, provide advice and guidance for creating policies.	2 or 3 times a year or as needed
City, County, and other public safety agency representatives and elected officials	In person by making formal presentations or on the phone or in email	To provide information, guidance, and gain information related to OYA physical plant operations.	Monthly
Capital Projects Advisory Board (CPAB)	In person by making formal presentations, in meetings, or on the phone or in email	Present the agency's facilities plan and represent OYA's interested in board meetings.	Quarterly
OYA Director and Executive Team	In Person/Phone/Written	Meetings, consultation and customer service	2 or 3 times a year or as needed
Facility Maintenance Staff	In Person/Phone/Written	Consultation	Daily
Superintendents, Camp Directors and Agency Managers	In Person/Phone/Written	Discuss issues/problems related to physical plant safety and security.	Daily as Needed
Youth Youth in custodys	Person	Maintenance workers and when in correctional facilities.	Daily
OYA Staff	In Person/Phone/Written	Work Order Information & Customer Service	Daily
Inspectors	In Person/Phone/Written	Discuss facilities compliance	As Needed
Other Agencies	In Person/Phone/Written	Consultation, obtain licenses, permits, and materials	As Needed
Vendors	In Person/Phone/Written	Product information, verify cost, availability of materials and supplies.	As Needed
Private Contractors	In Person/Phone/Written	Information/Coordination	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Prioritizing the use of funds to determine which physical plant projects are funded and to what level. Full range of personnel decisions affecting personnel composition, development, and morale. Provide approvals and direction on matters relating to contracting, budgeting, purchases, and contract modifications. Approves recommendations on matters relating to design, construction, and project management; negotiations with consultants, contractors, other governmental entities, and policy.

MacLaren Youth Correctional Facility (YCF), Oak Creek YCF and Jackie Winters Transition Program (JWTP), Rogue Valley YCF, Tillamook YCF, Eastern Oregon YCF, Camp Riverbend, Camp Tillamook, and Camp Florence

Determine agency response and create policy for compliance with applicable laws and regulations that impact physical plant operations, such as The Prison Rape Elimination Act (PREA), and The Asbestos Hazard Emergency Response Act (AHERA).

Decisions were made to be sure physical plants are conducive to the reformation of youth and align environments with the ideals of The OYA 10-Year Strategic Plan for Facilities and Positive Human Development. Develop policies that govern how physical plants are aligned with agency initiatives such as the Youth Reformation System and Positive Human Development (PHD).

Decide how to make buildings responsive to PHD goals such as culturally responsive architecture, suicide safe, conducive to forming positive relationships and forming communities, open and light education spaces, and safe and secure correctional facilities that are more treatment-based without the traditional building security systems such as bars, barbed wire, or metal cages.

Create and direct agency response to Executive Orders relevant to facilities such as water conservation, use of native lumber, deferred maintenance, and energy reduction.

The position makes independent decisions based on policy, working conditions, procedures, and budgets on a daily basis. These decisions affect how the agency's facility, infrastructure, and buildings are maintained and operated; how the agency's resources, both labor, and money, are allocated; how compliant the agency is with safety, security, and regulatory rules; and how well informed all levels of the agency are regarding facility issues.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Administrator 1	0795.812	Direct contact meetings, writing, phone	Weekly and quarterly	Provide general review to ensure effective agency administration

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 9
- How many employees are supervised through a subordinate supervisor? 25

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:

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification

- Valid Driver's License is required.

- Provide polite and professional service to youth youth in custodys, staff, contractors, and other “customers” of the facility.
- Ability to communicate effectively with co-workers, youth and vendors, written and verbal.
- Ability to read and follow oral and written instruction, policies, and guidelines.
- Read and perform work using prints and shop drawings.
- The analytical ability to resolve complex mechanical problems and to contribute creatively to problem solving is required.
- Ability to adapt to change and be able to give and receive feedback.
- Knowledge and competent in a variety of Facilities Management Software programs such as Computerized Maintenance Management Software, Bluebeam/AutoCAD/Revit construction software programs.
- Basic computer skills.

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Personal Services	\$7,300,000	General Fund
Services and Supplies	\$5,400,000	General Fund
Capital Construction	\$5,000,000-\$52,000,000	Title XI-Q Bonds
Capital Improvement	\$1,733,000	General Fund

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