



**STATE OF OREGON
Department of Human Services (DHS)**

POSITION DESCRIPTION

Facility Maintenance Specialist

Position Revised Date:
12/09/13

Agency: Department of Human Services

Division: DD/APD:
Stabilization and Crisis Unit (SACU)

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: Facility Maintenance Specialist
- b. Classification No: C4012 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: Maintenance Coordinator Represented Code: **AMG**
- f. Agency No: 10000
- g. Section Title: Stabilization and Crisis Unit (SACU)
- h. Employee Name: _____
- i. Work Location (City — County): Salem - Marion
- j. Supervisor Name: _____
- k. Position: Permanent Temporary Limited Duration Work Out of Class (WOC)
 Full-Time Part-Time Lead Worker 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.

The Department of Human Services brings together the State's principal human services agencies to serve the vision of safety, health and independence for all Oregonians. DHS has more than 8,000 employees in over 150 local and branch offices, providing direct services to more than 1 million Oregonians each year.

The DHS mission is *"To help Oregonians in their own communities achieve well-being and independence through opportunities that protect, empower, respect choice and preserve dignity."*

The department's goals are:

- People are safe and living as independently as possible.
- People are able to support themselves and their families through stable living wage employment.
- Children and youth are safe, well and connected to their families, communities and cultural identities.
- Choices made by seniors and people with disabilities about their own lives are honored.
- Partners, clients and stakeholders are actively engaged in a variety of collaborative and meaningful ways.
- Culturally specific and responsive services are provided by highly qualified and diverse staff.
- The department is committed to equal access, service excellence and equity for all Oregonians.

Because many clients have multiple needs, the department is integrating services, seeking to bring a broad range of supports within easy reach of each client or family. This approach, recognized as pioneering in the nation, requires close collaboration among staff within the department and with local governments, service providers and other partners.

DHS values integrity, stewardship, responsibility, respect, professionalism, innovation and service equity.

This position is located in DHS, **Stabilization and Crisis Unit (SACU)**. SACU provides 24-hour residential care and supervision to Oregon people with intellectually disabilities/developmental disabilities who represent the most risk to the public at large, their peers, or themselves. SACU provides residential care, which includes health and medical care, behavioral support, job and training support, personal care, education, recreation, psychological services and community integration. SACU is dedicated to providing the support necessary to maintain the quality of life, achieve the highest possible level of independence and promote social opportunities, which benefit the individuals and the community.

The program has 23 homes located in five Oregon counties supporting over 100 individuals in the program. Each individual residing in the program has an Individual Support Plan (ISP) that emphasizes community integration, independence, and productivity, has daily implementation goals, and is monitored by county case management.

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:

Perform skilled and semiskilled work in any of several trades such as carpentry, painting, building maintenance, and mechanical repair and maintenance in order to maintain the homes in a safe and functional condition.

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
		E	Plan Work: Review work requests and prioritize order of work, develop work plans including drawings as needed, determine materials and tools required, estimate cost of the projects and time frames for completion.
		E	Purchase Materials: Purchase materials and arrange for tools to complete each project in a cost effective manner. Adapt, maintain, and repair medical equipment as necessary.
		E	Perform Carpentry Activities such as: build fences/sheds, hang doors and replace locksets/knobs, install shelves and cupboards, repair holes in walls and doors, install/repair counter tops and molding, repair furniture, etc.
		E	Perform Painting Activities, such as: clean surfaces to be painted, repair sheetrock, apply plaster, apply paint to surfaces both inside and outside the house, etc.
		E	Perform Basic Electrical Activities, such as maintain washing machines, dryers, small appliances, etc.; replace fuses; replace bulbs and globes; etc.
		E	Perform Mechanical Repair Activities, such as: make repairs to small motors like on lawn mowers, and garage door openers.
		E	Perform Miscellaneous Maintenance Activities, such as: repair carpet, repair or replace floor tile or vinyl, replace broken glass in windows, consult with homes on major maintenance requirements, repair or replace concrete or masonry.
		E	Maintain tools and equipment in safe and functional working order.
		E	Attend training as required for the position

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.

- Requires flexible work schedule to accommodate maintenance activities.

- Work from roofs, ladders, scaffolds or lifting devices; use of power tools; requires ability to push, pull, and lift up to 75 pounds and to walk, stand, and work while bending for extended periods.
- Ability to drive and work in inclement weather and sometimes within confined spaces.
- Proper usage of Personal Protective Equipment when operating saws, drills and other tools.
- Daily exposure to household and sometimes industrial strength cleaning agents.
- Must possess a Valid Oregon Driver's License and maintain an acceptable driving record.
- Work with combative, unpredictable, argumentative, aggressive and developmentally disabled children or adults who may be a danger to themselves and others on a daily basis.

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:

- SACU Residential Policy and Procedure Manual.
- Oregon Intervention System (OIS)
- CPR/1st Aide current certification procedures
- PL94.142 Educational Law for all developmentally disabled Persons between 18 and 21
- OAR (Chapter 411, Division 325) Comprehensive 24-hour Residential Services for Children and Adults with Intellectual or Developmental Disabilities
- OAR (Chapter 411, Division 323) Developmental Disability Certification and Endorsement
- DAS and DHS Rules, Policies and Procedures
- ADA Regulations
- AFSCME Collective Bargaining Agreement
- SACU Operational Guidelines
- Fire Marshall Regulations
- State and Federal Sanitation Requirements
- OSHA Regulations
- Health Insurance Portability and Accountability Act (HIPPA)
- State of Oregon Motor Vehicle Rules
- Must possess a Valid Oregon Driver's License and maintain an acceptable driving record.

b. How are these guidelines used?

These guidelines provide the framework within which duties are performed. They also provide criteria for employee conduct.

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?
Site Manager	In person/phone	Exchange information	Daily
DHS Housing	In person/phone	Exchange information	Monthly, as Needed
Vendors	In person/phone	Exchange information/Materials	Daily
Direct Care Staff	In person/phone	Exchange information	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position requires a great amount of independent judgment and action to complete assigned tasks. It prioritizes tasks, purchases materials, and designs repairs and maintenance approaches.

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
Risk, Housing and Business Services Manager		Direct observation & meetings with employee	As needed & annually	The person in this position works independently once duties are assigned.

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 DHS require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

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

Updated December 9, 2013

Updated January 13, 2014