

POST CODE: D711
ANNOUNCEMENT NUMBER: LEMT0802
CLASSIFICATION NUMBER: C0723
OPEN: January 14, 2008
CLOSE: until further notice
LOCATION: VARIOUS

MILITARY LEASE AGENT
PART-TIME/INTERMITTANT
(\$10.11 - \$13.85 PER HOUR)

ABOUT THE DEPARTMENT

The Oregon National Guard (ORNG) is constitutionally based in both the Federal and State Constitution and is commanded by the Adjutant General, who is appointed by the Governor. The purpose of the Oregon Military Department (OMD) is to assist and support the Adjutant General in executing his Constitutional duties as Commander of the ORNG. The Adjutant General is statutorily required to command, provide administration, and oversee construction and maintenance of facilities, training camps and areas, and air bases for the Oregon Army and Air National Guard in support of the Governor. The ORNG provides the Governor with a ready force to assist civilian authorities during civil unrest or natural disasters, or responds to the President during national emergencies.

Within this military environment, OMD employees work in a wide range of occupations including armed security, fire fighters, repair/refurbish Department of Defense equipment, support youth activities, operate and maintain over 50 facilities throughout the state, manage major construction projects, and provide expertise in environmental compliance as well as managing the agency's budget and fiscal resources, providing human resource management and payroll activities for State employees, and soldiers and airmen called for State Active Duty.

Our positions mirror the wide variety of skills and knowledge needed to support the ORNG's mission. If you are interested in an opportunity to work in a complex, fast-paced military environment, please consider applying for a position with the OMD.

GENERAL INFORMATION

- These positions are **permanent, intermittent and less than part-time** positions with the Oregon Military Department, Installations Division in Armories located in various parts of Oregon.
- These part-time positions will be less than 32 hours per month, mostly evenings, early mornings on weekends.
- You do not need to be a member of the Oregon National Guard to apply for these positions.
- In the GEOGRAPHIC AVAILABILITY section of your PD100 employment application, please check all geographic codes where you wish to work. The main geographic regions we are recruiting for are as follows: **Portland Metro area, Salem area, Bend area, Pendleton, Hermiston, Milton Freewater, Ontario, Hood River, Roseburg, Grants Pass, Medford, Klamath Falls, and The Dalles.** Other areas throughout the state may also be considered.

- This recruitment will be used to establish a list of qualified candidates and may be used to fill vacancies as they occur. Apply now if you are interested. We could stop taking applications at anytime and close the recruitment.

TO QUALIFY

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, your application form must clearly show that you have:

One year of experience in managing property or related work including the following:

- Reading, writing and administering written rental and service agreements
- Property maintenance and assessment of damage
- Custodial and grounds maintenance work

Your background must have given you the knowledge and skill identified in the Duties and Responsibilities section.

Bilingual candidates are encouraged to apply.

CONDITIONS OF EMPLOYMENT

Must be able to obtain and maintain a favorable criminal background check.

IF YOU QUALIFY

There is no test for this job. If you meet the "To Qualify" requirements on this announcement, your name will be placed on the list with a code of QLF (qualified). List the announcement number shown on this job announcement on your PD100 application. **Please be sure to note all of your related working experience on your PD100.**

DUTIES AND RESPONSIBILITIES

The Military Lease Agent (MLA) monitors facility rentals, and coordinates and reports rental activities as necessary to the Armory Operations Technician or Events Coordinator. The MLA serves as custodian and property agent during facility rentals performing:

FACILITY COORDINATION:

Schedules events using computer calendar programs. Reviews the Facility Use Permit with renter(s) and makes sure renters understands all provisions of the permit, informs renters of all rules governing the use of the facility, reviews renter's plans for using the facility and informs the renter if the plan or any part of it conflicts with their use permit, briefs security guards, unlocks the facility, supervises set-up of facility, locks facility upon completion of the event. If required before event concludes collects rental fees. Maintains a contact list for the Facility Maintenance Specialist and the senior full-time military person. Ensure all energy consuming equipment is turned off or brought down to minimal set points at the conclusion of rental events.

FACILITY MAINTENANCE:

Makes sure the facility is cleared of anything that may injure the using public. Supervise clean up of the facility after the event. Required to personally clean up during and after an event. Corrects facility problems such as plugged toilets or drains, make adjustments to facility temperature controls, tripped circuit breakers, etc. and performs a final inspection relating to the return of the facility to pre-event condition.

SECURITY OF FACILITY:

Ensure the security of areas where items are stored (weapons, computers, etc.) by making sure doors and windows are locked and periodically checked, make sure security guards have the required license, and if appropriate, ensure compliance with OLCC rules by making sure the permit is posted, and inspect facility at the end of the rental event to make sure all patrons have left the premises. If security is scheduled and fails to appear, immediately notifies security agency.

WORKING CONDITIONS

Must be able to work under the following conditions with or without reasonable accommodations.

- Employee is required to maintain a drug/alcohol free workplace in accordance with the 1988 Drug Free Workplace Act, OMD Drug/Alcohol Testing Policy and applicable collective bargaining agreement.
- Work independently
- Make sound decisions within set guidelines
- Must be able to lift up to 30-50 lbs
- Must be able to climb a ladder
- May have to deal with irate or hostile individuals.
- Must be able to work various shifts, mostly evenings and weekends up to 12-15 hours per shift.

APPLICATIONS

If you have a disability and need any alternative materials in order to complete the application form (PD100), you may call our office at the Military Department at (503) 584-3815.

SEND completed application materials to:

Oregon Military Department, AGP (Room #164)
ATTN: Olga Ward
PO Box 14350
Salem, OR 97309-5047

OR

FAX your application to (503) 584-3556.

OMD cannot be responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

PLEASE NOTE: Complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required in the "Minimum Qualifications" section, your application will

be rejected. Your application will **not** be returned and you may not submit additional information. However, if the recruitment is still open, you may still submit a new application.

NOTICE of results will be sent by mail. Although the agency is not required to delay the selection process, you may request a review of the results. Your request must be received within 10 days from the date of the notice by mailing to Oregon Military Department, AGP, PO Box 14350, Salem, OR 97309-5047.

Submit only the required materials. Reference letters or work examples should be kept for the interview.

KEEP a copy of your application for job interviews. COPIES ARE NOT PROVIDED.

CURRENT JOB OPENINGS and information on application forms are available through:

- Local Oregon Employment Department field offices:
- Most State agency personnel offices; or
- The State's Jobs Page at: <http://egov.oregon.gov/DAS/STJOBS/>

THE OREGON MILITARY DEPARTMENT IS COMMITTED TO AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY AND WORKPLACE DIVERSITY.