

POST CODE: D703
ANNOUNCEMENT NUMBER: LEMT0825
CLASSIFICATION NUMBER: X4046
OPEN: May 23, 2008
CLOSE: June 18, 2008
LOCATION: Salem

Maintenance and Operations Supervisor
\$3735 - \$5495 MONTHLY

A 5% DIFFERENTIAL WILL BE ADDED TO THE SALARY STEPS ABOVE FOR THE LIMITED MAINTENANCE ELECTRICIAN LICENSE REQUIREMENT

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

- This is a permanent, full-time position with the Oregon Military Department located in Salem.
- You do not need to be a member of the Oregon National Guard to apply for this position.
- This recruitment can be closed at anytime. Apply now if you are interested.
- This recruitment will be used to establish a list of qualified candidates to fill this vacancy only.
- In the GEOGRAPHIC AVAILABILITY section of your PD100 employment application, check only the geographic code where the current vacancy is located. The code for Salem is **24M**.
- **If you are hired, you will become part of the State's management team.**

MINIMUM QUALIFICATIONS:

Three years of journey-level trades experience maintaining and repairing buildings or physical plant facilities or grounds, **and** one additional year as a trades or maintenance supervisor.

This position requires a Limited Maintenance Electrician License. A copy of your current license must be included with your application.

AS A CONDITION OF EMPLOYMENT APPLICANT MUST:

- Pass a criminal background check.
- 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.
- Possess a valid state motor vehicle operator's license.

IF YOU QUALIFY, SEE TEST SECTION OF THIS ANNOUNCEMENT.

BENEFITS

Employment with the Oregon Military Department will afford you a variety of generous benefits.

An attractive, cafeteria-style benefits package which includes liberal employer contributions toward a variety of medical and dental plans covering employees and dependents. Employer paid \$5,000 Basic Life insurance; additional coverage available. Long and short-term disability plans, accidental death and dismemberment plans, and long term care insurance.

Participation in the Public Employees Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP) with fully paid employer contributions. Option to participate in the Oregon Saving Growth Plan, a deferred compensation program offering a wide variety of investment options.

Paid leaves: Vacation leave earned at the rate of 10 hours per month. At 5-year increments, accrual rate increases. Sick leave earned at the rate of 8 hours per month with no maximum accumulation. Designated paid holidays.

DUTIES AND RESPONSIBILITIES

This position is a supervisory position and manages the maintenance and repair of Oregon Army National Guard facilities, joint use areas, roadways, grounds, and real property equipment. Supervises and directs skilled and semi-skilled Trades personnel in their day-to-day maintenance and repair of facilities and grounds. Inspect and monitor work assigned to subordinates for conformance with Agency standards, code and workmanship standards. Plans, assigns and reviews work; adjusts work schedules to maintain adequate staffing and to meet changing needs. Performs supervisory functions including interviewing and reviewing applicant's credentials, recommends hiring of new team members, provides initial orientation to new employees, provides and ensures safety, OSHA and OROSHA training and environmental standards are satisfied. Resolves grievances at the lowest

level possible, evaluates employee performance and recommends appropriate disciplinary actions and rewards as appropriate. Assesses training needs of employees and assists managers in providing appropriate training. Maintains and updates position descriptions to meet mission requirements. Plans, schedules, and resources regional maintenance projects, estimates time and materials; assigns and monitors work, coordinates with local jurisdictions on permits and code issues. Coordinates disposal of worn and obsolete equipment according to State and Agency guidelines; conducts periodic meetings to disseminate general information relating to agency policy or specifics of work assignments. Conducts periodic meetings on job safety; is a resource for information and a consultant to agency personnel. Performs administrative tasks such as preparing materiel requests, estimates, work orders, monthly reports, responding to suspense requirements, time sheets and other specified reports. Greet public, answer telephone, questions, and maintain good public relations concerning the Oregon National Guard. Uses a computer to send and receive reports, e-mail, calendar scheduling, to assign and direct work, and to review and approve Facility Center (FC) electronic work order system work orders and purchase requisitions. Assist the Facility Operations Manager in tracking, monitoring, and projecting maintenance needs. Assist in developing policy, procedures, and plans for scheduling and prioritizing preventive maintenance and maintenance projects. Acts as liaison to agency staff requesting project completion; determines appropriateness of request; determines need for outside contractor and makes recommendation to Operations Manager. Assists in formulation of specifications for projects; reviews and recommends acceptance of bids and monitors work of contractors. Completes Installation Status Reports (ISR) inspections of reportable facilities, seismic evaluation of facilities, annual inspection of facilities for input to Facility Installation Stationing Plan, Department of Administrative Services reportable facilities, and for Agency use. Monitors inventory of equipment, tools, and supplies within regions. Acts as liaison to Regional Coordinators requesting O&M services, determines appropriateness of requests and need for outside contractors. Formulates specifications for job and solicits bids; reviews and recommends acceptance of bid to Facilities Operations Manager and monitors work of contractors. Troubleshoots; monitors and guides subordinates in person and telephonically in the performance of HVAC maintenance and troubleshooting tasks. Responds to HVAC system complaints and uses knowledge of pneumatic and Direct Digital Controls to monitor and supervise maintenance employee's work. Troubleshoots systems, altering and calibrating controls, and maintaining HVAC systems. Supervises and monitors subordinates performance of corrective and preventive maintenance tasks on HVAC systems such as cleaning, changing belts and lubricating pumps, fans, compressors and motors. Monitors subordinates in performing troubleshooting on electrical systems and components; determines when an outside vendor is called in directs the type of repair to be made.

WORKING CONDITIONS

Exposed to loud noises; works from ladders and various types of lifting devices from heights. Exposed to unsanitary conditions. Uses cleaning chemicals several times monthly. Works in windy, cold, hot or inclement weather. Uses power tools. Required to push, pull, and lift up to 90 pounds. May be required to travel using a State vehicle or Military Aircraft. Performs tasks in Personal Protective Equipment as required. Return to work in case of emergencies or to meet project requirements and short suspense requirements. Required to bend stoop and stand for long periods of time.

THIS IS THE TEST

YOU MUST ANSWER THE FOLLOWING QUESTIONS.

Use a separate sheet of paper. Write down any work experience (paid or unpaid) and training that you have which is related to each question. Limit your answer to each question to no more than two (2) pages. Be sure that the jobs where you gained the experience which you describe in your answers are listed in the Work History section of your application form. Your grade will be based upon your answers.

If there are several parts to a question, answer each part separately. Number your answers to agree with the question. Attach the answer sheet to your application. Your application will not be accepted if it is incomplete.

1. Describe your experience in supervising employees by describing the following: a) hiring; b) training; c) assigning and prioritizing work; d) evaluating work performance; e) handling disciplinary action; f) responding to grievances; and g) providing and ensuring safety guidelines. Include the types and number of employees you supervised as well as the type of establishment or agency.
2. What technical or professional writing experience do you have and for what audience?
3. Give an example of how you have reacted to multiple tasks with short suspense and how you chose to prioritize and execute them.

APPLICATIONS

If you have a disability and need any alternative materials to complete the application form PD-100, you may call the Oregon Military Department at 503-584-3583. SEND completed application materials to:

Oregon Military Department, AGP (Room 164)
ATTN: Micky Smith
PO Box 14350
Salem, OR 97309-5047

OR

FAX your application materials to: (503) 584-3556.

We recommend that applications be submitted as early as possible prior to the close date. 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.

Applications must be complete and legible and received by OMD-AGP by the close date of June 18, 2008.

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 submit a new application which must be

received in our office by the close date. **This position requires a Limited Maintenance Electrician License. A copy of your current license must be included with your 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. Resumes, 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: www.oregonjobs.org

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