



CAREER OPPORTUNITY PROFILE

TITLE: Facilities Supervisor
CLASS: Program Supervisor
General Administration Albany
Full-time (40 hrs/wk)/FLSA Exempt

Job # 201904
Opens: 03/08/2019
Open until filled

Oregon Cascades West Council of Governments (OCWCOG) is seeking a highly motivated and proactive individual to provide leadership, maintenance, general support and safety in maintaining OCWCOG owned and leased office building(s), facility grounds and equipment.

ABOUT OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

OCWCOG manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG is recognized by the State of Oregon as an Area Commission on Transportation (ACT) and a Type B Medicaid Transfer Agency. Additionally, the association is recognized by the Federal Government as an Area Agency on Aging (AAA), an Economic Development District (EDD), a U.S. Small Business Administration (SBA) Revolving Loan Fund Coordinator, a U.S. Department of Agriculture Revolving Loan Agency, and staffs the two Metropolitan Planning Organizations (MPOs) in the Region. These designations increase OCWCOG's ability to serve our communities' needs.

As an Oregon intergovernmental entity, in addition to the programs and services that OCWCOG is required by State or Federal contract to provide, OCWCOG helps businesses find appropriate capital; facilitates seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments.

Each program works towards OCWCOG's mission of helping the Region's communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

ABOUT THE AREA

OCWCOG member agencies are located in the Willamette Valley and the Central Oregon Coast. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

Only a one-hour drive to Portland and 40 minutes to Eugene – the region's major airports and gateways; and, a twenty-minute drive to Salem, Oregon's State Capitol, where many of OCWCOG's funding agencies and partners are found. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett-Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Oregon Coast is proof of the Northwest's amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOG's presence in Lincoln County and provide access to multiple working ports, harbors, and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Agency and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

ABOUT THE POSITION

The Facilities Supervisor plans, directs, and supervises the operations, maintenance, repair, renovation, and construction of OCWCOG owned and leased buildings in Albany, Corvallis, and Toledo. The position is responsible for preparing and implementing maintenance management programs, developing plans for capital improvement, major maintenance, and service operations; administering contracts according to State Procurement rules, and; assists in preparing facilities budget. Supervises assigned maintenance personnel and oversees and directs professional contract service personnel.

Example of Duties Include:

Staff Supervision

- Select, train and supervise assigned personnel. Review workloads, reports and records, personnel assignments and status of ongoing work and various projects in order to plan and evaluate staff activities.
- Develop and maintain annual safety training program to maintain technical expertise and certifications of all employees.

Asset Management/Building Safety

- Develop procedures and guidelines for building repair, maintenance, and improvement projects in accordance with mandated state and federal regulations.
- Prepare and implement maintenance management programs for scheduling and budgeting repairs and maintenance of mechanical systems.
- Conduct energy audits and makes recommendations for implementing energy conservation measures, as needed.
- Establish long- term goals and objectives including preparing preventative maintenance programs for each facility.
- Establish operating procedures for efficient management and security of agency facilities.
- Monitor facilities operational budget including monitoring and updating space allocation for rent costs and ensuring building maintenance and operations stay within budget guidelines.
- Responsible for furniture inventory, coordinating with the Deputy Director on procurement and disposal of furniture and equipment.
- Schedule all required building inspections including, but not limited to, fire extinguishers, elevators, alarms, backflow, building improvements, etc.
- Responsible for physical security of facilities which includes maintaining computerized database for coded door locking system and contacting security data center to activate and deactivate Prox cards.
- First point of contact with security and fire personnel when building safety and/or security has been compromised.
- Serve on the safety committee to ensure a safe and healthy working environment in accordance with local, state and OSHA regulations

Contract Management

- Manage and supervise building maintenance and custodial vendors. Duties include prioritizing and assigning work; evaluating job performance; ensuring contract employees are trained; ensuring that contractors follow building policies and procedures; maintaining a healthy and safe working environment.
- Contract and Project Management including developing appropriate scope of work, monitoring contract deadlines, and coordinating with agency Contracts Coordinator for timely invoicing.

Working Conditions

Work is performed both inside and outside and is physically demanding. Frequent travel may be required to pick up supplies or visit other agency facilities. Some evening and weekend work is required during scheduled projects, or in the event of a building emergency or security breach.

Minimum Qualifications

Associates Degree from an accredited program in a field related to the area of assignment, or equivalent experience; three to five (3-5) years of progressively responsible experience in building and grounds maintenance which includes a minimum of two (2) years of supervisory experience; OR, any satisfactory combination of education, training, and experience that demonstrates the knowledge, skills and abilities to perform the job.

Knowledge, Skills and Abilities

- Knowledge of building construction, general contracting and public contracting practices and policies.
- Knowledge of work-related safety regulations and practices including hazardous materials and working at extreme heights;
- Knowledge of ADA standards.
- Familiarity with the operation and safety precautions involving hand and power tools;
- Familiarity with HVAC, electrical, plumbing theory.
- Ability to plan and implement programs to resolve problems regarding building and grounds maintenance;
- Ability to understand budget and monitor budgetary expenditures;
- Ability to make uncomplicated repairs to commonly used equipment;
- Ability to apply judgement regarding when to proceed and when to consult others;
- Ability to operate a personal computer and familiarity with Microsoft Outlook software;
- Ability to handle and prioritize multiple tasks;
- Ability to work independently, organize and structure own work, and exercise initiative;
- Ability to meet deadlines;
- Ability to effectively communicate both orally and in writing including capacity to understand content of contracts and technical specifications;
- Ability to motivate, train and supervise staff; and ability to apply problem-solving techniques;
- Ability to develop and implement individual work plans.
- Ability to work collaboratively across multiple program areas to achieve organizational goals.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Must successfully complete a criminal history background check and CJIS background check.

COMPENSATION PACKAGE

Starting salary is between \$4550 – \$4935/monthly DOEQ. An approximate 5% step increase is awarded after successfully completing a six-month trial service period. Included as compensation, OCWCOG provides a very generous benefits package:

- **Retirement** – OCWCOG pays both the employer's percentage, and employee's six percent (6%) contribution into the Oregon Public Employees System (PERS). In addition to PERS, OCWCOG pays into Social Security.
- **Insurance** – For select plans, OCWCOG currently pays one hundred percent (100%) of the insurance premiums for the employee and their eligible dependents. The insurance package includes medical, prescription, dental and vision coverage, alternative care, life, accidental death and dismemberment, as well as long-term and short-term disability.
- **Holiday Leave** – OCWCOG provides ten and one half (10 ½) fixed holidays, plus two (2) personal days during each fiscal year.

- **Sick Leave** – Up to 48 hours of sick leave at date of hire. Then eight (8) hours per month after six-month trial service period.
- **Vacation Leave** –Accrual of 8 hours per month of paid vacation hours:
 - 0-36 month – 8 hours/month
 - 37-72 months – 10 hours/month
 - 73-144 months – 14 hours/month
 - 145 months & above – 16 hours/month
- **Additional Paid Time Off** – Management and supervisory positions receive up to 80 hours per fiscal year of additional paid time off.
- **Additional Voluntary Benefits** – Deferred compensation options, Long-term care Insurance, Employee Assistance Program, Credit Union memberships, and options to participate in pre-tax Health Savings Account or Flexible Spending Account.

TO APPLY

An application and detailed job description is available at www.ocwcog.org/careers. **You must submit the following application materials to be considered as a viable candidate:**

1. An **OCWCOG Employment Application**, completed and signed.
2. A **current resume** that clearly describes your experience, skills, and/or knowledge related to the requirements of the position and demonstrates that you meet qualifications of the position listed above.
3. A **cover letter** explaining how your background, experience and training qualify you for this position. **Please describe your experience and training specifically as they relate to the position as described.**

If you are an eligible Veteran and wish to claim veterans' preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans' preference points, you **MUST** attach to your application materials the following required documentation:

- A copy of your DD214/DD215 form; OR a letter from the US Dept of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
- A copy of your DD214/DD215 form; AND a copy of your veteran's disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

THE FIRST REVIEW OF APPLICATIONS WILL BE ON OR AROUND MARCH 29, 2019. FOR IMMEDIATE CONSIDERATION, APPLY NOW.

Only complete applications will be considered. Be sure to attach any required documents. The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the desired attributes will be invited to interview.

SUBMIT TO

Oregon Cascades West Council of Governments
Human Resources Department
1400 Queen Ave SE, Suite 201
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at hrrcruit@ocwcog.org. **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt

only if you submit via e-mail.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing because of transmitting by fax or which may be lost through the mail.

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

Fax (541) 967-6123

◆ TTY (541) 928-3670