



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
2/4/2025

Agency: Oregon Youth Authority

Facility/Operational Area: Statewide

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 Project Manager 1 - LD</u></p> <p>c. Effective (Established) Date: <u>08/09/2021</u></p> <p>e. Working Title: <u>Construction Project Manager</u></p> <p>g. Section Title: <u>Physical Plant Operations</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): <u>Woodburn / Marion</u></p> <p>l. Supervisor Name: <u>Andre Billingsley</u></p> <p>m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" 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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>	<p>b. Classification No: <u>C3267</u></p> <p>d. Position No: <u>1315002</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 (OXNI) <input checked="" type="checkbox"/> SEIU (OAI)</p> <p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>p. Eligible for PERS Police and Fire Designation per ORS 238.005: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody 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 625,000 square, 178 acres, and valued at \$240 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:"

Perform project management, inspection services, coordination of subcontractors, and preparation of simple bid documents, develop limited scope of work statements, and prepare cost estimates for assigned OYA projects. In the course of this work, consult and assist higher level Construction Project Manager 2 (Lead CPM)

and agency staff to formulate a plan for construction, remodel or replacement of building components and small or simply constructed facilities. Depending on the size and complexity of the project, work with CPM/Lead Worker, PPO Facilities Manager, contract architects and engineers as they develop construction documents or prepare bid documents and contract specifications. Coordinate work between the agency and contractors to verify the project is completed on time and within budget.

Provide customer service by meeting needs responsively, consistently, timely and courteously.

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. Security and control takes 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 response to such breaches.

Primary responsibility for every facility employee is for the safety, health and well being of youth.

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
55%	NC	E	<p>Construction Project Management</p> <p>Finalize project goals and objectives. Work with Lead CPM, PPO Facility Manager, management and stakeholders to finalize maintenance, repair, construction, and/or remodel goals and objectives for the project. Prepare a project plan that summarizes the goals, objectives, required contract methodology based on dollar thresholds and contract authority, scope of work, risks, budget, schedule and stakeholders of the project.</p> <p>Determine the project budget. Work with Lead CPM, management and stakeholders to prepare total project cost estimates that take into account all potential cost of work scheduled.</p> <p>Establish project schedule. Prepare, with input from stakeholders and consultant and/or contractor, a project schedule which includes all tasks that must be accomplished including: solicitation preparation and contract</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>execution, design, bidding, construction, move in and project closeout. Use critical path method to define and develop project tasks and time lines.</p> <p>Coordinate permitting issues: determine which regulatory agencies have jurisdiction over the project, meet with agencies to determine their requirements and the impact on the project, submit plans and specifications to regulatory agencies for plan check review and permit application, meet with local building officials to resolve potential code conflicts and interpretations. Review contract drawings and specifications for accuracy and compliance with OYA construction standards. Provides feedback to design professionals and OYA staff.</p> <p>Compile information and prepare reports to Lead CPM, management, clients, agencies, and others. Close out project by submitting Operations and Construction Management manuals, warranties and record drawings to the appropriate Planning and Construction Management personnel.</p> <p>Communicate with stakeholders on a regular basis. Issue project alerts prior to work activities in correctional facilities.</p>
15%	NC	E	<p>Execute Contract Administration</p> <p>Monitor and manage construction contracts. Meet with consultants, contractors, and agency representatives to review contract progress, identify, and resolve problems. Work with Lead CPM, architect and/or engineer to develop drawings and specifications adequate to support the project needs. Review plans and specifications for completeness and accuracy. Ensure that agency and State goals and objectives are met and that the project program is interpreted correctly into a design that functions as intended. Review and administer payment of consultants and contractors.</p>
10%	NC	E	<p>Inspection Services</p> <p>Provide on-site monitoring and inspection for construction projects. Prepare periodic reports documenting the work and ensure that the construction adheres to the plans and specifications. If work appears to be non-compliant, notify the consultants, contractor, and Lead CPM of the apparent discrepancy.</p>
10%	NC	E	<p>Maintenance Construction Projects</p> <p>Work with trade managers and operations staff to develop service objectives, scope of work specifications, budget, schedules and solicitation and contracting methodologies for ongoing building and building systems maintenance work. Schedule and coordinate work with facilities staff and contractor on a monthly, quarterly or annual basis as prescribed by contract language. Communicate with stakeholders on a regular basis. Issue project alerts prior to work activities. Review and negotiate service amendments. Mediate and resolve service issues and conflicts. Review monthly, quarterly and annual payments of service providers.</p>
10%	NC	E	<p>Provide consultation, advice, and direction to the facilities staff regarding contracting issues, methods, and legal requirements.</p> <p>Organize PPO's building records. Put individual facilities building records, including architectural drawings, Operations and Maintenance Manuals, facility surveys and as-builts into an orderly and organized filing system.</p>

% of Time	N/R/NC	E/NE	DUTIES
			Perform special projects and assignments as required and/or assigned by Facilities Manager.
Ongoing	NC	E	<p>Ensures the custody and control of youth by taking appropriate action in locking designated doors, securing keys, monitoring youth's behavior, and alerting campus security as necessary for assistance.</p> <p>Each employee is to provide a positive, affirming environment which values their fellow employees and the people they service.</p> <p>Safety and control take priority over all other responsibilities.</p>
Ongoing	N	E	<p>Use the Equity lens:</p> <p>Demonstrate commitment to understanding, identifying, and eliminating systemic barriers and processes that harm individuals and particularly marginalized people in actions and communications. Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making authority on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected peoples in decision making.</p>
100%			

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.

Duties of this position are at times performed in an office environment, there will be some exposure to other environments, including inclement weather. Ability to inspect work above ceilings, on top of roofs, in crawl spaces, using all sizes of ladders to inspect and coordinate work activities etc. Work in all types of weather conditions, from hot to cold, rain, wind, snow.

The incumbent will flex schedule as needed to minimize exceeding 40 hours a week. Overtime must be pre-approved by supervisor. The incumbent must have valid Oregon driver's license.

Requires working at a video display terminal approximately 30% of the time.

Occasional lifting and carrying of supplies weighing 50 pounds.

Statewide field observation and inspections 70% of the time.

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
- Oregon State Building Codes
- Oregon State and Federal Rules and Regulations
- OR-OSHA safety rules and regulations
- Correctional Facility Policy and Correctional Facility Guidelines and Procedures

b. How are these guidelines used?

The person in this position must be familiar with the above guidelines for job-related duties and responsibilities in order to ensure that practice and operations comply with state, federal, and agency policy, law, rules, regulations, and guidelines.

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
Agency staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily
Dept of Justice legal staff	Phone, Email, In Person	Contract development	As Needed
Architects, engineers, consultants and contractors	Phone, Email, In Person	Project coordination	As Needed
State and local code enforcement staff	Phone, Email, In Person	Plan and code compliance	As Needed
Elected officials	Phone, Email, In Person	Budget and project information	As Needed
Federal regulators	Phone, Email, In Person	Oversight and guidance	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Daily decisions related to prioritizing work, determining appropriate action on contracts, determining applicability of laws, administrative rules, and policies to client agencies and contractors. Draft legal documents and policy recommendations

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
Construction and Facility Maintenance Mgr 3	0797.103	Phone, email, in person	As needed	Discuss progress, procedures, and establish goals, direction and work parameters
Lead Worker/CPM	1315.002	Phone, email, in person	Daily	Discuss progress, procedures, and establish goals, direction and work parameters

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

- 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 checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" 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:

- Employee is required to possess and maintain a valid driver’s license issued by the state where the employee resides.
- Employee must be knowledgeable of construction, project management, and customer service methods and practices. Detail-orientation and accuracy of information is critical in preparation of contracts, “Requests for Proposals”, and bid requests.
- The employee must possess a working knowledge of the design and construction process, and be versed in goods and services contracting, have a full knowledge of contract methods for “construction other than public improvements,” and a basic understanding of the more complex architectural and engineering and public improvement contracting methods.
- The employee must have the ability to exert authority to assess risks, mediate issues involving multiple parties, and minimize potential impacts on tenants, budget, schedule, and deliverables.
- Provide polite and professional service to youth, 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.
- Ability to adapt to change and be able to give and receive feedback.
- Intermediate computer skills.
- Prepare for and attend staffing meetings, bringing issues and solutions for the team to resolve.
- Obtain agreement through the use of consensus when appropriate, giving and receiving feedback.
- Commit to support and help other team members.
- Share in leadership, and actively support decisions made by the management team.
- Participate in cross-functional or problem solving teams as needed classification specification.

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
N/A		

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