

Rest Area Assistant Supervisor

Position Purpose

Assist in the direct oversight and management of day-to-day operations of a Safety Rest Area. Assist the Rest Area Supervisor and oversee the activities of contractors performing regular facility and landscape maintenance, and other contractors or licensed personnel performing electrical, plumbing, painting and other work. Monitor and maintain all systems to ensure safe and efficient operations. Assist in the acquisition of supplies and materials, and maintain an accurate inventory of the materials at the rest area. Serve as a key field representative to other agencies, partners, and the public.

Position Responsibilities

Rest Area Management

1. Act on the directions and assigned tasks given by the Rest Area Supervisor and manage the Rest Area when the Supervisor is not present.
2. Oversee the maintenance activities of contractors working on facilities and grounds. Inspect contractors' work and report on quality, acceptance, or improvements needed to contractor and Rest Area Supervisor.
3. Monitor water, wastewater and other systems; test and maintain as necessary.
4. Perform minor maintenance and repairs to facilities, equipment, and fixtures as necessary.
5. Monitor the inventory of parts, maintenance supplies and materials; report needs to the Rest Area Supervisor.
6. Monitor the condition of facilities, equipment, utility systems and grounds; report needs to the Rest Area Supervisor.
7. Maintain daily logs, working files, inventories, contracts and records.
8. Assure that OTE maintenance standards are met on all facilities and grounds.
9. Inspect property and facilities to identify potential hazards; take appropriate and necessary measures to eliminate or mitigate hazards. Conduct property inspections for negative impacts to structures and grounds.
10. As directed or necessary, obtain cost quotations, order materials, or authorize work as per agency operating procedures and policies.
11. Respond to Rest Area emergencies and report those emergencies up the chain of command.
12. Perform additional duties as assigned.

Key External Relationships

1. Contact with the traveling public that projects a positive image of OTE and the State of Oregon through courteous behavior and good personal hygiene. Promote compliance with Rest Area rules and regulations. Discourage unapproved activities. Request law enforcement assistance as needed.
2. Work with “free coffee” permit holders and other volunteers.
3. Cooperate with local Rest Area advocates who are working with OTE to help plan and develop improvements at the Rest Area.
4. Interface with other agencies involved with Rest Area operations.

Working Relationships

1. Receive direct supervision and training from the Rest Area Supervisor who provides guidance and reviews performance through regular meetings, interactions and annual appraisals.
2. Report daily to the Rest Area Supervisor any incidents or changes in normal activities and operations.
3. Report daily to the Rest Area Supervisor the status of assigned tasks.
4. Receive additional supervision and training from the Chief Business Officer and Rest Area Administrator who provide guidance and reviews performance.
5. Work with and respond to other OTE staff through phone, email, and in-person contact that supports open and frank communications, demonstrates a positive business attitude, and promotes an environment of mutual respect.

Qualifications

1. Knowledge of utility systems and/or carpentry, plumbing, electrical, masonry, asphaltting, painting and other construction knowledge or skills.
2. Valid, unencumbered drivers license with insurable driving record.
3. Certification in First Aid/CPR
4. Must comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, and policies.
5. Skill in communicating effectively with the general public and agency officials.
6. Skill in reading, understanding, and applying specifications found in manuals, guidelines, and plans.
7. Skill in working with diverse populations in order to educate, inform or justify policies
8. Excellent time management skills including the ability to prioritize and meet deadlines

9. Basic knowledge of the principles and practices of employee relations.
10. Basic computer operation skills, including Microsoft Office.

Physical Requirements

1. Ability to work in, on and around buildings, facilities and grounds, inside and outside in all weather conditions
2. Adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position, including emergency response situations
3. Ability to walk up and down inclines and stairs, over rough, uneven and slippery terrain or paved surfaces
4. Ability to climb ladders, reach above shoulder level, and work on hands and knees
5. Ability to bend, stoop, crouch, kneel, climb, twist, push and pull in regular performance of duties
6. Ability to operate hand and powered tools
7. Ability to lift and move objects weighing up to 50 pounds

Working Conditions

May interact frequently with the public. Often works alone. Works and supervises various shifts including weekends, holidays, evenings and long hours on short notice. Travels including overnight to headquarters or other facilities for meetings and training. May be exposed to environmental and chemical hazards, allergens, and odors standard to area of assignment. Cleans up and disposes of human-generated and animal waste. May be exposed to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures.

Employment at Will:

Employment at the Oregon Travel Experience is "at-will", which means that either the agency or the employee can terminate the employment relationship at any time for any reason. While the agency would appreciate two weeks notice, employees are always free to resign their employment at any time for any reason. The agency reserves the right to terminate the employment relationship at any time for any reason.

No employee has a contract to continue employment for any minimum or specific period of time. No manager or supervisor has the authority to enter into an employment contract or make any promises to any employee that implies continued employment for any definite or indefinite period of time.