

the institution's operation. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the department's mission. The majority of the 1,025,000 square feet of buildings are located within a 103-acre secure perimeter, which contains all but 154 of the 2,996 inmates housed at the institution. The 154 minimum security inmates are housed in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are 3 housing complexes which contain approximately 800 general population inmates each. In addition to the three complexes there are the disciplinary segregation/intensive management unit, which has 432 beds, and a medical services unit that provides 16 infirmary beds and 22 special management unit beds.

The daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work must be maintained by the institution. Self-improvement and rehabilitative opportunities for the inmates are provided through academic/vocational education, treatment services, cognitive restructuring skill programs, community-based liaison activities, and leisure time activities. The mission of the Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. This position exists within the Physical Plant section of SRCI, which is responsible for maintenance of all mechanical, electrical, electronic, heating, refrigeration, painting and physical structure of SRCI.

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:

Performs journey level trades work as described in the following description of duties. Coordinates, instructs and trains skilled, semiskilled and unskilled inmates in the operation, maintenance and repair of physical plant systems, equipment and building structures within a correctional institution.

SECTION 3. DESCRIPTION OF DUTIES

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.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
		E	<p>The Oregon Accountability Model (OAM) depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates to Oregon communities. Enhanced public safety, lower crime rates and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff is expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.</p> <p>Has responsibility for custodial duties which include handling inmate incidents and preventing escapes through control of</p>

			keys, tools, and contraband. Assists in the supervision and direction in inmate workers. Searches inmates and areas on an as needed basis.
			Supervises an inmate work crew within (outside) the secure perimeter of the institution. Directs inmate work crews to insure job-related rules, policies, procedures, and security guidelines are enforced, and discipline and order are maintained. Instructs and trains inmates on work techniques and procedures in safe and efficient operation and maintenance of high pressure steam boiler systems and equipment. Evaluates performance of inmate workers for training and assignment purposes. Interviews and recommends hiring of inmate workers. Conducts frisk searches of inmate work crews and searches work areas to ensure absence of contraband. Monitors area for cleanliness and directs inmate work crew in cleaning.
70	R	E	Performs preventive maintenance, repair, installation, replacement and adjustment of Heating Plant systems and equipment, including potable water, steam and condensate distribution systems, automatic fuel and feed systems, draft control, boiler fire control system, high and low feed water controls, safety valves and boiler safety devices. Operates, checks and cleans feed water, fuel, oil, and chemical injection pumps. Performs chemical testing of boiler feed water, condensate and make up water supplies. Perform chemical and mechanical treatment of water supplies as indicated necessary by chemical testing. Operates creek water pumps and domestic water heaters. Performs fabrication and repair of metal structures and equipment. Performs routine preservation of buildings and structures as assigned. Performs installation, removal and repair tasks as required in accordance with environment rules and regulations.
20	R	E	Performs inventory to maintain sufficient materials on hand to perform work. Maintains, adjusts and repairs equipment and machines used in heating plant operation. Maintains boiler records and meter reading on each shift. Measures, receives and dispenses fuel oil. Submits recommendations for operation and maintenance material requirements to the Physical Plant Manager. Cover vacant shifts as required.
10	R	E	Maintains equipment inventory and instructs inmate work crews in performing equipment maintenance as scheduled through the Department's computerized maintenance management system (CMMS).

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.

Work is performed in a prison that houses maximum, close, medium, and minimum-security inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive, increasing the risk for employees of physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

The work locations vary from new to old building structures there also may be towers, walls, service tunnels, pipe chases, electrical chases, etc. All locations have multiple floors and tiered inmate housing which require the use of stairs. Walking to get to assigned work station or in the performance of work will be required, this may be long distances.

Working conditions in service tunnels and pipe chases may include: poor ventilation, high temperatures, poor lighting conditions, etc. Workers may be exposed to or work in inclement weather conditions, which can include rain, standing water, snow, ice, etc. Some work may involve walking and working on uneven ground. When working on, near or around storm drains and sewer systems, the worker may be exposed to contaminants. When working on, near or around heat exchangers, steam piping, and boilers, there is a possibility of burns from hot pipes and exposure to boiler chemicals. Work may include frequent lifting and carrying of equipment (light, medium, and heavy). At times, may work alone, in small groups, or in large groups of both employees and inmates depending upon operational needs. The use of hand tools, powered hand tools, stationary and portable power equipment, painting equipment, ladders, platforms, scaffolding, power lifts, etc. may be required.

Staff will be required to submit out counts when they are supervising work crews during count time. Supervision of work crews outside of the secure perimeter may be required on an as needed basis.

At some locations work may include being near to and possibly working with asbestos and/or lead based paint. Workers will be required to use Personal Protective Equipment (PPE) and safety programs (Respiratory Protection, Asbestos, etc.) as dictated by the work and location.

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.

Department of Corrections Rules, Procedures, Administrative Directives
SRCI Procedures, Post Orders
State and Federal Law and Codes
Manufacturer's Instruction/Repair Manuals
Blueprints
Building Permits
OSHA Safety Codes and Fire Codes

- b. How are these guidelines used?

These guidelines are used to insure that daily tasks are completed in a safe, legal, sanitary and correct manner.

- Approves work
- Responds to grievances
- Disciplines and rewards

- Recommends hiring
- Gives input for performance evaluations
- Prepares & 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

Plans and assigns work to an inmate work crew, responds to grievances, disciplines/rewards, recommends salary adjustments for inmates.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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	10/11/11 Date
Appointing Authority Signature	Date		