STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/1/13

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Snake River Correctional Institution

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Plumber
b. Classification No: C4005
c. Effective Date: 7/1/1999
d. Position No: 9702457
e. Working Title: Plumber
f. Agency No: 29100
g. Section Title: Physical Plant
h. Employee Name:
i. Work Location (City – County): Ontario - Malheur
j. Supervisor Name (optional): LaVelle Braun
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
m. Eligible for Overtime: ☒ Yes ☐ No

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.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The Department of Corrections Snake River Correctional Institution is a 538-acre site located in southeastern Oregon 7 miles northwest of Ontario. The 1,025,000 square foot facility valued at $217,000,000 houses 2,996 inmates with approximately 1,000 staff, 90 contractors and 350 volunteers managing and

supporting 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:

This position exists within the Physical Plant of Snake River Correctional Institution to maintain, install and repair all plumbing systems and related plumbing hardware in that 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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
			ALL DUTIES ARE ESSENTIAL FUNCTIONS BECAUSE OF THE SPECIALIZATION AND LICENSING REQUIRED FOR THIS POSITION. INCUMBENT HIRED FOR HIS EXPERTISE AND ABILITY TO PERFORM ALL FUNCTIONS OF THE POSITION.
70%	R	E	Maintain all plumbing systems within the institution in a satisfactory condition to provide the service intended. This includes all safety and sanitation devices. Insure all work is completed in a timely manner and in accordance with current plumbing code.
15%	R	E	Maintain shop spares and materials at a workable level to insure routine jobs may be completed in a timely manner. Maintain all equipment and tools in a good and safe working condition and maintain good tool control.
10%	R	E	Insure all inmates are trained to perform the task they are assigned, and are trained to know the hazards and safety precautions of the trade. Supervise inmate plumber's helpers and inmate crews.

5%			Other duties as assigned

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 and 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 Building Codes
Manufacturer's instruction books
Blueprints

Building Permits
OSHA Safety Codes and Fire Codes
Plumbing 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.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Warehouse Staff	In person/phone/radio	Ordering and parts research	Daily
Security Staff	Phone/in person	Insure security while on the job	Daily
Contractors	Phone/in person	Insure quality control	Occasional
Purchasing Staff	Phone/in person	Obtain priority supplies	Occasional
Vendors	Phone/in person	Ordering/parts research	Occasional
Inmates	In person/in writing	Supervise, train, reply	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Determines extent of repairs and what corrective action to take. Orders replacement parts for equipment and maintains inventory of materials to insure jobs are completed in a timely manner.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Physical Plant Manger	8913103	Through consultation verbally or in writing from persons for whom work is performed.	Daily Weekly As Needed	To monitor performance and to identify and solve problems.
Maintenance & Operations Supervisor	9900027	Through consultation verbally or in writing from persons for whom work is performed.	Daily Weekly As Needed	To monitor performance and to identify and solve problems

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? N/A

How many employees are supervised through a subordinate supervisor? N/A

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ 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 crew, responds to grievances, disciplines/rewards, recommends salary adjustment for inmates.

Must maintain a current State of Oregon Plumbing License.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

***Note:** If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

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
Appointing Authority Signature	3/4/14 Date

Supervisor Signature	3/4/14 Date