



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:

Agency: STATE OF OREGON EXECUTIVE DEPARTMENT

Division: Personnel and Labor Relations Division

New Revised

This position is:

- Classified
- Unclassified
- Executive service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	Facility Maintenance Specialist	b. Classification No:	C4012
c. Effective Date:		d. Position No:	9702447
e. Working Title:	Facility Maintenance Specialist	f. Agency No:	291024
g. Section Title:	Physical Plant	h. Budget Auth. No:	396
i. Employee Name:		j. Representation Code:	AAON
k. Work Location (City-County):	North Bend, Coos County		
l. Supervisor Name (optional):			

m. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited duration	<input type="checkbox"/> Academic Year
	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

n. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive	o. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional		<input type="checkbox"/> No
			<input type="checkbox"/> Administrative		

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.

Shutter Creek Correctional Institution (SCCI) is a 296 bed Minimum Security facility located near North Bend, Oregon.

Inmates in SCCI's general population are minimum custody inmates within four years of release who qualify for minimum custody. General population inmates work on the institution site in the physical plant, kitchen and dining hall, warehouse, receiving and discharge, laundry, landscaping, and as facility orderlies and members of the SCCI fire department. General population inmates also work on outside crews, primarily with the Department of Forestry, providing services throughout the year and as trained wildland firefighters. During the fire season, approximately 50 SCCI inmates are available for use in fighting wildland fires and providing fire camp support throughout the state.

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.

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:

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. Performs trades work as described in the following description of duties.

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) functions.

THE FIRST TWO ITEMS LISTED ARE ESSENTIAL ELEMENTS OF ALL DUTIES OF THE POSITION AND MUST BE ADHERED TO AT ALL TIMES.

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 for successful reentry into the community. The vast majority of DOC inmates will return 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.

Has responsibility for custodial duties which include handling inmate incidents and preventing escapes through control of keys, tools, and contraband. Assists in the supervision and direction of inmate workers. Searches inmates and areas on an as needed basis.

% of time	N/R/NC	E/NE	DUTIES
60%	R	E	Directs, instructs, and coordinates inmate work crews who perform a wide variety of building trades in the completion of tasks assigned by supervisors for the repair and maintenance of the Institution physical plant. This position is responsible for completing assigned service work orders and for

performing preventive maintenance scheduled through the computerized maintenance management system (CMMS). The daily work assigned will be governed by the physical plant's work load and the needs of the Institution. This work includes the assistance and support for other trades staff in the completion of work assignments, performance of maintenance/repair tasks in areas where inmates are prohibited, supervision of inmate work crews during the absence of the assigned inmate supervisor, or as assigned by management supervisor.

Carpentry: The completion of tasks such as, the maintenance and repair of the institution's physical plant and grounds. This includes the erection of scaffolding; the repair, replacement, and installation of concrete sidewalks, curbs, and pads; the repair, replacement, and installation of floor and ceiling tile, doors, cabinets, bulletin boards, mirrors, or any tasks that require additional staff assistance for completion. Technical information to complete projects will be provided by the supervisor.

Electrical: The completion of tasks such as: replacing electrical fixture lamps, erecting scaffolding, moving equipment, and providing assistance in the completion of tasks limited to those that do not require an electrical license. All other electrical work will be performed by a licensed staff or a licensed inmate supervised by this position if licensed staff are unavailable.

General Maintenance: The cleaning, repair, and replacement of windows located throughout the Institution. The operation, maintenance and repair of various equipment, including air compressors, pumps, water heaters, kitchen equipment, and appliances.

Lock Repair and Maintenance: The completion of tasks required for the maintenance/repair of the mechanical components of locks and/or locking systems. All electrical work will be performed by a licensed staff or by licensed inmate supervised by this position if licensed staff are unavailable.

Welding: Repairs and maintains metal structures and equipment.

Paint: The completion of the painting of interior and exterior walls, floors, equipment items, and erection and movement of scaffolding. Technical information to complete projects will be provided by the supervisor.

Plumbing: The completion of maintenance/repair tasks that do not require licensing or special certifications. This work will include repairing, maintaining, and replacing components such as sinks, commodes, faucets, drain lines, water supply lines, and other plumbing components currently installed. Products, equipment, and method of application information will be provided by the supervisor.

Grounds Maintenance: The repair and maintenance of the outside grounds, buildings, and vehicle fleet, landscaping of outside grounds (excluding the mixing and application of herbicides/pesticides that require a license). All work will include the same criteria as given above for each shop area of the Physical Plant. This work includes upkeep of all outside grounds, pavement areas, repair and maintenance of landscaping equipment, repair and maintenance of buildings, and the repair and maintenance of the vehicle fleet. This position will assist and support other staff in the completion of

assigned tasks.

30%	R	E	Requests supplies/repair parts and maintains inventory of materials; maintains manufacturers' information on equipment and an inventory of equipment; assists supervisor in the planning of projects; may secure quotes and prepare estimates; maintains a tool inventory; instructs and trains inmates on techniques and procedures in the safe and efficient operation of tools and equipment; interviews and recommends hiring of inmate workers; conducts searches of inmates and work area to insure absence of contraband; checks and signs inmate time sheets; monitors work and shop areas for cleanliness and a safe working environment; directs work crew in cleaning.
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 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. Walking will be done on uneven, hilly, and sometimes undeveloped terrain.

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.

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.

Will be expected to share the mission, vision, and core values of the department; requires active modeling of pro social behaviors in support of workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

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 Policies, Procedures, Rules, State and Federal building codes, manufacturer instruction/repair books, blueprints, building permits, OR-OSHA Safety Codes, fire codes, Material Safety Data Sheets.

b. How are these guidelines used?

These guidelines are used to ensure the 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?
Section Managers	In-person/ Phone/Fax	To discuss approved work orders.	Daily
Security Personnel/ Other Staff	In-person/ Phone/Fax	Ensure security while on job.	Routinely
Vendors	In-person/ Phone/Fax	Verify cost/availability of materials and supplies.	Biweekly
Outside Contractors	In-person/ Phone/Fax	Ensure quality control.	On Occasion
Inmates	In-person	Make work assignments.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made to repair or replace equipment, parts, and machinery. Decisions are made to request expedited or emergency purchases or to use limited monthly spending accounts for needed parts and supplies. Decisions are made to prioritize projects and tasks. Decisions are made to call in trades people for necessary repairs.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Executive Manager C (Physical Plant Manager)	8906039	Conferences and Interaction	Daily	To ensure smooth running and good repair of the physical plant department.

SECTION 9. OVERSIGHT FUNCTIONS

- 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?
 - Plan work
 - Coordinates schedules
 - Assigns work
 - Hires and discharges
 - Approves work
 - Recommends hiring
 - Responds to grievances
 - Gives input for performance evaluations
 - Disciplines and rewards
 - Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIRMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Valid driver's license.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
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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