



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/02/2014

This position is:

Agency: Oregon Department of Corrections

Division: Snake River Correctional Institution

New Revised

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Executive Manager E
b. Classification No: X7008
c. Effective Date: January 04, 2005
d. Position No: 8913103
e. Working Title: Physical Plant Manager
f. Agency No: 29100
g. Section Title: Physical Plant
h. Budget Authorization No:
i. Employee Name:
j. Representation Code: MMS
k. Work Location (City-County): Malheur
l. Supervisor Name (optional): Jamie Miller, Assistant Superintendent

m. Position: Permanent Seasonal Limited duration Academic Year
Full Time Part Time Intermittent Job Share

n. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. 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.

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 houses 3,150 inmates with approximately 890 employees, 90 contractors, and 175 volunteers managing and supporting the institution's operation.

The majority of the institution is located within a 103-acre secure perimeter, which contains all but 194 of the 3,150 inmates housed at the institution. A 194-bed minimum security facility, with an additional 20 Emergency Beds houses 194 inmates in a fenced 30,000 square foot facility adjacent to the secure facility.

The daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work is 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 recreational activities.

**OAM** -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 are 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.

In support of the OAM and the Department's **Affirmative Action goals**, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

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. SRCI participates in the Departments mission by providing appropriate security and rehabilitative programs.

**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 section of SRCI and is responsible for managing, either directly or through subordinate supervisors, Physical Plant staff and maintaining the facility buildings and grounds in a safe, secure and efficient manner. Maintaining the facility includes, but is not limited to, mechanical, electrical, electronic, plumbing, heating, air-conditioning, lock repair, landscaping and general maintenance. The Physical Plant Manager plans, develops, leads, directs, monitors and evaluates the delivery of Physical Plant services within the institution. This position also determines the most effective utilization of resources in order to carry out agency goals and objectives and ensures consistency with established policy. This individual must be prepared to make prompt decisions to resolve difficult problems, issues and questions regarding the operation of the Physical Plant.

This position serves directly under the Assistant Superintendent of General Services and functions as principal advisor regarding Physical Plant operations.

The incumbent discharges this responsibility under law, rule, operational procedure, policy direction and supervision from the Superintendent of the Snake River Correctional Institution with the advice and cooperation of the Institution's Executive Management Team; this is accomplished by developing and maintaining ongoing communication with employees, contract staff, community members, other criminal justice agency staff, and others in order to promote and achieve the Department's mission.

**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
25%	R	E	<p><u>PLANNING, DEVELOPING, ORGANIZING</u>  Works closely with Trades Maintenance Supervisors and Physical Plant staff in planning, developing and setting implementation time frames for long and short term goals for the Physical Plant section to meet the needs of the institution.</p>

Develops procedures and coordinates implementation consistent with departmental policies and rules. Works as a member of the SRCI Management Team to formulate operational plans and procedures to implement institution goals and objectives, and allocate resources to meet those goals and the public safety interests of the community.

Works closely with other managers to determine or recommend institution procedures by analyzing all pertinent issues and information regarding the impact of proposed procedures on daily facility operations and determine the resources necessary to implement such procedures in order to ensure efficient and effective facility operations. Determines institution priorities by evaluating the needs of the facility and assessing the availability of human, fiscal and equipment resources needed to implement procedures effectively.

Prepares and/or assists in the preparation of biennial and interim budget request for the Physical Plant Section by determining priorities and by explaining the need for additional resources to higher level officials in order to obtain the resources necessary to implement projects and maintain operations. Manages resources effectively, projecting resource needs and preparing necessary documentation for incorporation into the agency's budget request and in accordance with biennial budget appropriation.

Ensures all newly adopted or revised administrative directives, rules, policies and procedures are communicated, reviewed and implemented by Physical Plant staff.

Creates action plans for goals and develops communication mechanism to ensure all staff (supervisor, peers, and subordinates) are kept informed on progress. Identifies obstacles to progress and develops strategies to overcome obstacles.

Maximizes SRCI's Measure 17 compliance by creating and maintaining meaningful work assignments for inmates in the Physical Plant. Creates "on the job" training opportunities for inmates with limited skills.

50%

R

E

LEADING, DIRECTING, MANAGING

Manages and coordinates all functions and activities of the Physical Plant to assure its proper administration and effectiveness.

As project manager is responsible for new projects and equipment installation; proper procedures of work in various fields such as painting, plumbing, carpentry, electrical, welding, steam-fitting, sheet metal, refrigeration, heating and ventilation; investigates requests for repairs; confers with other section managers and supervisors on repair and maintenance requirements, provides cost estimates, and initiates action as required and in a timely manner. Directs and coordinates civilian construction contractors on construction/remodeling projects involving the institution and consults at all levels on the technical aspects of such projects, including preparation of necessary designs, specifications, costs, etc. Works with the DOC Facilities Division to coordinate the planning and construction of new or remodeling projects.

Manages, directs, and supervises operation, maintenance and repair of buildings and equipment associated with the main/minimum institution, high pressure steam plant, warehouse, and several small outlying buildings; including all distribution lines for steam, hot and cold water, electrical,

plumbing, refrigeration, and heating/cooling; is responsible for the condition of all institution grounds (e.g., roadways, landscaping, etc.), roofs, floors, paint, and other aspects of upkeep to the physical buildings; the mechanical/electrical locking systems and security fence maintenance are priority items. Plans and projects future service requirements, parts, material and labor to keep buildings and equipment at optimal performance levels.

Plans a preventive maintenance program and ensures preventative maintenance is prioritized and completed as scheduled.

Performs supervisory functions directly or through subordinate staff by interviewing, selecting and providing training for new staff; approving or disapproving recommendations from subordinate staff on personnel actions; evaluating subordinates' performance; hearing and resolving employee grievances; and by determining the need for and initiating disciplinary action in order to ensure adequate and competent staffing for the institution.

Directs the orderly management of personnel through effective supervision and use of effective communication through writing and/or oral expression. Actively seeks to achieve agency affirmative action goals and a diverse workforce. Seeks to create a welcoming environment and the improvement of employee morale. Assures a respectful work environment free from discrimination or harassment of any type, which promotes open communication at all levels of the organization. Creates a climate of increased cultural awareness, and assures all staff are valued and respected. Promotes managerial skills among diverse populations of employees. Assures that all staff receive prescribed and special training and that staff are developed through job assignments, mentoring, career counseling and other means available to assure a flexible, well-prepared workforce. Seeks and maintains standards of excellence in staff performance; assures ongoing, annual and special evaluation of staff performance and that scheduled performance appraisal reports are completed in a timely manner including updating position descriptions and performance standards as needed. Identifies staff performance problems, takes and/or effectively recommends appropriate course of action to solve the situation and the development of work plans and special work improvement plans as mandated by procedures. Assures special recognition is given to staff for excellent performance. Works with Safety Manager and Human Resource Analyst to assure an effective early return of injured workers program.

Ensures implementation of CORE. Performs required functions related to being a "CORE" measure owner and how achieving both enhances the safety and security of the operation and creates a respectful and professional work environment. Actively participates in workgroups designed to maintain focus on enhancing the facility's positive culture. Encourages staff to participate in workgroups and/or by providing feedback to the workgroup.

Participates in Labor/Management meetings as needed and promotes open communication between labor and management. Encourages problem resolution at the lowest possible level and administers provisions of the collective bargaining agreement. Provides leadership in the development of a work environment, which promotes employee ownership, while ensuring a safe, healthy, respectful and harassment free work place.

Responds to inmate grievances, tort claims, and communication requests in a timely and professional manner, assuring adherence to rules, policies and

procedures.

In absence of supervisor, when designated, assumes full responsibility for the operation of General Services for the institution.

Participates in public information and education activities by conducting tours of the institution and by serving as a speaker before community groups providing information concerning institution programs, policies and operations.

Resolves staff grievances with personal attention and/or intervention, assuring adherence to collective bargaining contracts and personnel practices.

Conducts meetings with subordinate staff to review operational functions and to develop an atmosphere of problem identification and creative problem resolution. Prepares work schedules for all subordinate staff. Processes staff requests for leave in accordance with established policies.

Serves as principle advisor to the Assistant Superintendent of General Services regarding the management of inmates relative to the Physical Plant operation.

20%

R

E

MONITORING, EVALUATING

Evaluates the quality of services provided through review of reports and/or statistical data and conferences with reporting staff.

Routinely tours the institution, especially Physical Plant areas, talking with staff and inmates concerning institution operation.

Inspects institution for safe and secure conditions as well as cleanliness and organization. Ensures that areas of responsibility meet safety standards by correcting and/or reporting safety concerns. Takes immediate corrective action to address life threatening safety issues. Takes a leadership role in modeling safety as a value for the organization.

Prepares monthly reports and other special reports as required. Reviews and analyzes operation reports and directives to ensure Physical Plant is in compliance with department rules and procedures.

Initiates and monitors budget allocation for the Physical Plant to ensure expenditures are within established policy and funding limitations.

Evaluates the Physical Plant section on a continuous basis to ensure effectiveness and avoid unnecessary duplication of services.

Assures management and program data is maintained. Establishes and maintains working files on each staff person directly supervised.

5%

N

E

RELATED DUTIES

Performs the duties of the Officer-of-the-Day (OD) on a recurring basis.

Conducts minor hearings on a rotational basis.

Other duties as assigned.

**INHERENT CUSTODIAL RESPONSIBILITIES IN ALL DUTIES OUTLINED ABOVE**

Provide for public safety by managing the Physical Plant in order to maintain control and custody of inmates, to ensure a safe, secure, and efficient environment is maintained at all times.

The Physical Plant Manager shall not knowingly commit or omit acts, which constitute a violation of any policies, rules, procedures, regulations, directives, or orders of the department.

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**SECTION 4. WORKING CONDITIONS**

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Snake River Correctional Institution is tobacco free. Use of tobacco products are prohibited within the buildings or on the grounds. Work is performed in a prison, housing maximum, close, medium, and minimum, security inmates. Inmates have the potential for becoming angry, hostile, abusive and aggressive increasing the risk to 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 institution is located in Eastern Oregon and is exposed to temperature extremes and inclement weather. The institution buildings are climate controlled. The institution has over 1,025,000 square feet of building space and is spread out over a 103-acre perimeter, in addition to a minimum facility outside the perimeter. Walking long distances to get to a workstation to perform work is common. Most inmate housing units are two levels requiring the use of stairs to reach the second level.

All employees are required to use a computer for E-mail, word processing and related inmate information systems for approximately two hours per day in the regular performance of their duties.

Subject to callback in the event of emergency or work stoppage and may be assigned to any position in the institution.

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**SECTION 5. GUIDELINES**

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**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 and Procedures  
Institution Procedures and Post Orders  
Attorney General opinions  
Employment Relations Board decisions  
Department of Administrative Services policies  
Oregon Revised Statutes  
Collective Bargaining Agreements  
Computer software and equipment manuals  
Case Law related to inmate and employee rights

**b. How are these guidelines used?**

These guidelines are used as references to provide parameters within which judgments and decisions are made regarding work and program activities; to ensure uniformity and consistency in decision making and to ensure meeting legal requirements. Equipment manuals and computer manuals are used for references and proper operation of equipment.

## 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?
DOC Administration	Person/phone/fax/email/written	Give/receive information/problem resolution	As needed
SRCI Administrators, Program Managers	Person/phone/fax/email/written	Give/receive information/problem resolution	Daily
Other SRCI/DOC Staff	Person/phone/fax/email/written	Give/receive information/problem resolution	Daily
Inmates & Inmate Families & Friends	Person/written	Response to inquiries	As needed
Public/Interest Groups	Person/phone/fax/ written	Give/receive information/problem resolution	As needed
Contractors	Person/phone/fax/ written	Give/receive information/problem resolution	As needed
Enforcement Agencies	Person/phone/fax/ written	Operational	As needed
Other State Agencies	Person/phone/fax/ written	Operational	As needed
Vendors	Person/phone/fax/ written	Operational	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions likely to be made by this position include: establishing program priorities; internal policy and procedures; Department policies and standards, which impact the facility. All decisions could have an impact on the management of the facility, or the Department's mission, public safety, or lives of offenders under the custody and control of the Department.

Poor decisions could have significant adverse impact on the integrity of the Department, increase the State's legal liability, damage public opinion and confidence in the facility and Department; create non-compliance with law, rule, policies, procedures, regulations, standards of contract agreements and cause injury or harm to staff and inmates.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM-F	9512001	Observation & consultation	Daily	Gain knowledge about progress on various projects and to develop solutions to problems and provide employee with direction.

## SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 3  
How many employees are supervised through a subordinate supervisor? 43

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                                |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

Employee must have skill in supervising, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources. Must possess skill in establishing operating and/or reporting relationships; selecting and developing staff by utilizing participatory management, personnel assessment and performance review; planning, organizing and controlling the use of human, equipment and budgetary resources to achieve institution goals and objectives. Must possess a thorough knowledge of sound correctional practice; labor relations; a basic understanding of organizational behavior; and an understanding of the functions of state government. Must have good verbal and written communication skills. Must possess the ability to analyze program data, draw conclusions, make appropriate recommendations and/or take appropriate action.

Work is performed in the confines of a medium/minimum-security, adult male penal institution; daily interaction with inmates confined and under restraint. On call 24 hours per day, and serves as Officer-of-the-Day on a rotational basis. May serve in capacity of the Superintendent during the Superintendent's absence from the institution. Job regularly requires work in excess of 40 per week. Inspections of work and confinement conditions at irregular intervals and unusual hours of the day, night and weekend is a necessity. Possible encounters with abusive inmates poses risk of physical injury.

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

Operating Area	Biennial amount (\$16,089,238.00)	Fund type
Personal Services	\$8,139,240.00	General
Services & Supplies	\$7,949,998.00	General

## 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.

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**SECTION 12. SIGNATURES**

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Employee Signature

Date

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Supervisor Signature

Date

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Appointing Authority Signature

Date