



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
12/31/14

Agency: Oregon Department of Corrections

Facility: Eastern Oregon Correctional Institution

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: <u>Facility Maintenance Specialist</u>	b. Classification No: <u>C4012</u>
c. Effective Date: <u>07/01/1987</u>	d. Position No: <u>6000675</u>
e. Working Title: <u>Maintenance Worker</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Physical Plant</u>	h. Budget Auth No: <u>000093270</u>
i. Employee Name: _____	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Pendleton, Umatilla</u>	
l. Supervisor Name: <u>Mike Cleveland</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <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.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male felons meeting medium-security classification requirements; yet routinely manages close custody and minimum security classified inmates. The 58-acre institution property is highly visible to the public inasmuch as it is located between the two major access routes to Pendleton and within the city limits. EOCI operates with a biennial budget of approximately \$64 million, with a full time staff of 426. The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system.

The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are available in the form

of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs.

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

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with 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 ODOC 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 the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

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>			
40%		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.
5%		E	<u>Carpentry:</u> 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.
5%		E	<u>Electrical:</u> 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.
15%		E	<u>General Maintenance:</u> 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.
5%	E	<u>Lock Repair and Maintenance:</u> 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.
5%	E	<u>Welding:</u> Repairs and maintains metal structures and equipment.
5%	E	<u>Paint:</u> 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.
5%	E	<u>Plumbing:</u> 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.
5%	E	<u>Grounds Maintenance:</u> 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.
5%	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.
5%	E	Maintains equipment inventory and instructs inmate work crews in performing equipment maintenance as scheduled through the Department's computerized maintenance management system (CMMS).
100%		

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.

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.

All applicable Federal and State statutes, and building codes; American Correctional Association Standards, Department of Corrections Rules, Procedures, and Letters of Agreement; Institution Procedures, Administrative Directives, Post Orders, etc.

b. How are these guidelines used?

These established guidelines establish the parameters and scope of employment, provide direction and instruction, serve as a reference resource, and provide necessary knowledge to maintain security and perform proper maintenance and repair within a large, adult correctional facility, thus assuring institution operations and programs are consistent with Federal, State, and Department of Corrections requirements.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Tool Vendors	Telephone/Written Request	Purchase Tools	As needed
Parts Vendors	Telephone/Written Request	Purchase Parts	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Directly supervises, instructs, and coordinates a crew(s) of inmate workers and is responsible for the proper maintenance, repair, and/or replacement of equipment, buildings, and grounds. Conferring with supervisors and appropriate internal/external resources is necessary and required when assignments dictate. Sound, independent judgment is necessary and required.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principle Exec/Manager E	6000674		As Needed	Ensure work is accomplished according to established standards.
Maintenance & Operations Supv.	6000673		Daily	Ensure work is accomplished according to established standards.

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

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

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?

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

Required to attend, participate, and successfully complete all training as assigned, including Annual In-Service Training, any job-related courses, etc. Must possess a thorough knowledge and understanding of DOC Rules and Procedures and EOCI Procedures and Administrative Directives. Maintains proper security, control and operation of his individual area of responsibility, the Physical Plant area, and the Institution, at all times. A high school diploma or its' equivalent is required.

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

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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