
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
-----------	--------	------	--------

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

45%	NC	E	<p>Directs, instructs, and coordinates inmate work crews who perform a wide variety of building trades work in the Institution physical plant.</p> <p>This position is responsible for completing assigned service work orders and for performing preventive maintenance scheduled through the computerized maintenance management system (CMMS) and the Benchmark program. The daily work assigned will be governed by the physical plants work load and the needs of the Institution.</p> <p>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.</p>
30%			<p><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, shower 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.</p> <p><u>Electrical:</u> The completion of tasks such as; replacing electrical fixture lamps, erecting scaffolding, moving equipment, and providing assistance in the electrical completion of tasks limited to those that do not require an electrical license.</p> <p><u>General Maintenance:</u> The cleaning, repair, and replacement of windows located throughout the Institution. The operation maintenance, cleaning, repair and replacement of all the different equipment, including air compressors, pumps, floor buffers, water heaters, kitchen equipment, appliances, etc.</p> <p><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 that are not maintained by security.</p> <p><u>Welding:</u> Repairs and maintains metal structures and equipment.</p> <p><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.</p>

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. The products, equipment, and method of application information will be provided by the supervisor.

Ground Maintenance: The repair and maintenance of the inside and outside grounds, building, and vehicle fleet, landscaping of the inside and outside grounds. Mixing and application on herbicides/pesticides that do not require a license. Any product that requires a license to mix and/or apply will only be performed by a valid current state herbicides/pesticides licensed person. All work will include the same criteria as given above for each shop area of the Physical Plant. This work includes upkeep of all inside and 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.

25%

Requests supplies/repair parts and maintains inventory of materials; maintains manufactures 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, teaches 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 searcher of inmates and work area to insure absence of contraband; checks and signs inmate time sheets; monitors work and shop area for cleanliness and a safe working environment; direct work crew in cleaning.

Maintains equipment inventory and instructs inmate work crews in performing equipment maintenance as scheduled through the Department's computerized maintenance management system (CMMS) Benchmate.

Employee may coordinate workflow and assign work to adult inmate workers. Employee will direct inmate to follow rules, policies, procedures and security guidelines; instruct, teaches and train inmates on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employee will evaluate inmate work performance; search inmates and area for contraband; verify and sign inmate time cards; monitor work area for cleanliness and order; and direct inmates in cleaning methods

Performs other duties as assigned. For institutional needs can be required to stay and work past scheduled work hours.

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.

The position requires the employee works inside a secure adult correctional facility. Daily contact with inmates in the secure confinement of a correctional facility; subject to "call-back" in emergencies; works overtime, as required. The employee is responsible to personally handle inmate incidents in the immediate area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, and contraband, and documenting unusual incidents as they occur. In the event of an emergency, may be assigned to any area of the institution. Possible encounters with hostile or abusive inmate's poses risk of physical injury.

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 may vary from new to old buildings structures, walls, service/ pipe chases, and electrical chases. Etc. All locations have multiple floors and tiered inmate housing which require the use of stairs. Walking to get to assigned workstation or in the performance of work will be required, this may be long distances.

Working conditions in service/ pipe chases may include; poor ventilation, high temperatures, poor lighting condition, 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 maybe exposed to contaminates. 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 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 operation 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.

Worker will be required to use Personal Protective Equipment (PPE) and safety programs (Respiratory Protection, Asbestos, etc.) as directed by the work and location.

All employees are required to use a computer for E-Mail and related work systems in the regular performance of their duties.

Two Rivers Correctional Institution is tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds.

Travel by state vehicle (employee may be required to provide own transportation in performance of duties which is compensated within state rates) to attend meetings

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.**

This position requires comprehensive knowledge and understanding relating to the operations of a large correctional facility. The incumbent must use:

Federal and State Statutes;

Department of Corrections Rules, Policies, Procedures, and Letters of Agreement;

TRCI Procedures;

Accounting and Business procedures;
 Board of Parole and Post Prison Supervision Administrative Rules;
 ACA Standards;
 Multi-State Standards;
 Case Law relating to inmate rights

b. How are these guidelines used?

Assignments may involve any area of the institution. Requires a comprehensive knowledge of the above guidelines to analyze situations, formulate an opinion, and generate an appropriate response/decision. Used as specific instructions, setting specific requirements for care and custody. Also used as general guidelines, outlining parameters within which judgments and decisions are to be made.

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>			
Physical Plant Manager	In Person /Phone	Receive Assignments/review work	Daily
Maint. Supervisor	In Person /Phone	Receive Assignments/review work	Daily
Security Staff	In Person /Phone	Insure security while on the job	Routine
Contractors	In Person /Phone	Insure quality control	Occasional
DOC Personnel/Officials	In Person /Phone	Coordinate work efforts, discuss work orders	As Needed
Other State Officials	In Person /Phone	Inquiries, information	As Needed
Vendors	In Person /Phone	Ordering/parts research	Routine

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes the day-to-day decisions that are required to accomplish assigned tasks. This position instructs and directs inmates as assistants in the completion of assignments.

Decisions regarding priority of maintenance work order requests and decisions relating to inventory of spare replacement parts; quantity, type and frequency or repair or replacement of such items. Accountability to Trades Maintenance Supervisor II regarding inventory costs, time to obtain replacement parts etc.

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 cursor at end of a row (outside table) and hit "Enter".

Principal Exec. Manager E	9712028	Review	Daily/Weekly	Work complete to procedure and guidelines
Physical Plant Mgr		Review	Daily Weekly	Work complete and all policies are being followed and safety practices adhered to.

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 |

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:

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 cursor 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

R. [Signature] 1/30/15
Supervisor Signature Date

Appointing Authority Signature Date

