



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
August 18, 2014

Agency: Oregon Department of Corrections

Facility: WCCF

New Revised

This position is:

- Classified
- Unclassified
 - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Facility Maintenance Specialist</u></p> <p>c. Effective Date: <u>July 1, 2005</u></p> <p>e. Working Title: <u>Corrections – Plant Maintenance Worker</u></p> <p>g. Section Title: <u>Physical Plant</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Lakeview-Lake County</u></p> <p>l. Supervisor Name (Optional): <u>David Hammonds, General Services Manager</u></p>	<p>b. Classification No: <u>C4012</u></p> <p>d. Position No: <u>0500265</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>000932030</u></p> <p>j. Repr. Code: <u>AAON</u></p>
<p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year</p> <p><input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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 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. In support of this mission, the Warner Creek Correctional Facility has an operating budget of approximately \$16,000,000 per biennium. Warner Creek Correctional Facility is charged with providing confinement as authorized by statute and ordered by the courts. Warner Creek Correctional Facility houses approximately 490 inmates. The Warner Creek Correctional Facility management team plans, organizes, coordinates, schedules, and budgets for around the clock support services and resources required for the health, safety, and welfare of staff and inmates. The activities and services include security, food services, safety & sanitation, inmate health services and treatment, inmate education, vocational training, industries, and Physical Plant programs.

The Physical Plant has an operating budget of approximately \$1,300,000.00 per biennium and employs three trade staff and one Office Specialist 2. The Physical Plant programs' scope of services includes maintenance and repair of all systems, equipment, buildings, and grounds at the institution to ensure a safe, secure, and well-maintained environment for staff, visitors, and inmates. Physical Plant performs all construction, electrical and plumbing repairs needed that are within the capability of Physical Plant staff and the scope allowed by the trades licenses held. Physical Plant maintains transportation and ground maintenance equipment, and operates and maintains the geothermal heating distribution system for use within the facility.

- 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:**

Plans and coordinates work flow and assigns work to inmate workers in the maintenance and repair of the physical plant, institution grounds, and equipment necessary for the operation of the institution as a cornerstone in Correctional Case Management and the daily application of the Oregon Accountability Model. Performs and supervises Inmates in a wide variety of building trades skills in the maintenance and repair of the Facility and in areas where inmate access is prohibited.

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.

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
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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".

70% R Evaluates work problems, plans, schedules, and coordinates the work flow and assigns work to un-skilled, semi-skilled, and/or skilled inmate workers; While working within the Oregon Accountability Model and fully participating in the Correctional Case Management initiative, this position supervises (evaluates work experience, training and performance of inmates, interviews and recommends hire pending security review and supervisor approval) and directs inmate crews to ensure job related rules, policies, procedures, and security guidelines are enforced, and discipline and order are maintained; instructs and trains inmates on work techniques and procedures to develop marketable job skills in safe and efficient building and equipment maintenance and repair work; recommends discipline and/or continuation of work in this area as required; conducts daily frisk searches and routine area searches to ensure absence of contraband. This position also maintains and inventories tools and controlled items such as class A and B tools, and caustic, flammable and hazardous materials; validates and signs inmate time cards; monitors, maintains and supervises on a routine basis physical plant work crews ranging from 3 to 28 Inmates working inside and outside the secure perimeter without security staff immediately available. The specific duties required and the assistance and support are described below:

Carpentry: Plans, schedules, directs, and instructs inmate work crews performing maintenance or repair of the institution's physical plant and grounds. This may include the repair, replacement, and installation of concrete sidewalks, curbs, and pads; the repair, replacement and installation of floor and ceiling tile; repair, replace, and/or refinish of interior or exterior walls, doors, cabinets, bulletin boards, and mirrors. Larger and/or more complex remodel projects may be required from time to time which are fully coordinated with other trades staff. Any assigned staff may take lead of a particular project depending on the size and scope of the project and the workload of the individual tradesperson.

Electrical: Plans, schedules, directs, and instructs inmate work crews performing maintenance or repair of the institution's physical plant and grounds not requiring an electrical license. Such tasks may include: replacing electrical lamps, erecting scaffolding, moving equipment, moving or placing disconnected equipment (finish or hardware that does not require electrical license, those fixtures or equipment that are either not "hard wired" or electrical equipment that has been disconnected by a licensed electrician). Although certain projects require coordination with a licensed tradesperson, this work is usually done independently.

Plumbing: Plans, schedules, directs, and instructs inmate work crews performing maintenance or repair of the institution's physical plant and grounds not requiring a plumbing license. This work may include: repairing, maintaining, and direct replacement of components such as sinks, commodes, faucets, drain lines, sprinkler heads, and other plumbing components initially installed by a licensed plumber and do not require a license for maintenance or repair. Although certain projects require coordination with a licensed tradesperson, this work is usually done independently.

HVAC: Plans, schedules, directs, and instructs inmate work crews performing maintenance or repair of the institution's physical plant and grounds not requiring license or certification. This work may include: scheduled maintenance or repair, changing air filters, adjusting, aligning, and/or replacing v-belts, diagnosing and repairing components (valves, compressors, pumps, drains, etc.). Although certain projects require coordination with a licensed tradesperson, this work is usually done independently.

Lock Repair and Maintenance: Plans, schedules, directs, and instructs inmate work crews performing maintenance or repair of the mechanical components of locks and/or locking systems. All electrical work will comply with current license regulations.

Install: Plans, designs, schedules, directs, and instructs inmate work crews performing fabrication and/or repair of metal structures and equipment. Safe, secure design and Building Code compliant installation of these metal structures and equipment are essential.

Painting: Plans, designs, schedules, directs, and instructs inmate work crews performing surface preparation, priming and painting. Knowledge of lead base paint abatement in compliance with OR-OSHA is essential.

Grounds Maintenance: Plans, designs, schedules, directs, and instructs inmate work crews performing maintenance or repair of the outside grounds, buildings, and vehicle fleet. This work includes maintenance 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. These duties also include the planning and application of fertilizers, herbicides, and other grounds maintenance chemicals as permitted by the certifications held.

30% R Maintains inventory of materials and parts, checks prices (direct communication with vendors), requests supplies and parts needed for special projects and normal operation, maintains manufacturers information on equipment and tool/equipment inventory; plans projects (with supervisor approval); secures quotes and prepares estimates; instructs and trains inmates on techniques and procedures of safe and efficient operation; interviews and hires inmate workers (subject to supervisor and security approval); Prepares and submits inmate counts daily, conducts searches of inmates and work area to ensure safety and security of work area and/or shop; checks and signs inmate time sheets; monitors work and shop areas to maintain a safe working environment; directs work crew in the completion of all required tasks.

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.

This work is performed in a minimum security prison setting designed and specifically built for housing minimum custody inmates. The employee in this position will be exposed to the inherent risks found in a correctional setting. Examples are: works with crews of unskilled or semi-skilled inmates who may become hostile or violent anytime without provocation as their records of criminal history may indicate. Some jobs must be performed on roofs, high ladders, platforms, or in rain and cold weather. At times the work must be performed in confined spaces with abnormally high temperatures, poor ventilation and lighting. Often during the rainy season, an employee must work and walk in water. When required to work on heat ex-changers, geothermal piping, and supply or return lines to the boiler, the possibility of burns from hot pipes and exposure to treatment chemicals is possible. Work will include frequent lifting of heavy equipment. Certain work may require the use of an air filtering or air supplied respirator.

While performing repair jobs, flash burns to the eyes and skin from the arc welder or torch is possible as are the inherent risks associated with operating power tools, saws, grinders, pipe threading machines, etc. When working on storm drains and sewer systems, the worker may be exposed to contaminate. The person in this position works in confined spaces and on roofs. The person in this position is subject to being called to return to the institution during off hours and on holiday's to address emergencies. Occasional local and out of town travel required. Valid driver's license or reliable alternate transportation required.

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.

State of Oregon Revised Statutes and Administrative Rules, Department of Corrections Policies and Procedures, Collective Bargaining Agreements, Letters of Agreement, State and Federal Building Codes and Permitting Requirements, manufacturer's instruction books, blueprints, OSHA Safety Codes, and Fire Codes.

b. How are these guidelines used?

These guidelines are used to maintain the facility, the physical plant shops and equipment in order that production and quality control are maintained at high standards, to ensure proper supervision and security of DOC staff and inmate workers, providing for continuous and safe operation of the institution.

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?
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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".

Section Managers	In-person/phone	To discuss work	Daily
Security Personnel	In-person/phone	Ensure security while on job	Routinely
Vendors	In-person/phone	Verify cost/availability of materials and supplies	Biweekly
Outside Contractors	In-person/phone	Ensure quality control	On Occasion
Inmates	In-person	Work assignment	Continuously

SECTION 7. POSITION RELATED DECISION MAKING

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

Submit purchase requests for replacement parts for equipment and maintain inventory of materials to support timely completion of requested work. Comply with priorities in assigned work areas and to ensure completion within established time frames. Supervise Inmates according to Correctional Case Management constructs and meeting Inmate and Institution goals as they relate to progressive discipline and community success once released. The direct effect of these types of decisions impact institution readiness and safety as well as continuing to meet the Department's goals in preparing Inmates for release.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Principle Executive Manager C – General Services Manager	0500264	Reviewing and evaluating quality and timeliness of work. Ensuring proper supervision of Inmates while meeting Department goals with consideration to the Oregon Accountability Model and the	Daily	The purpose of the review is to ensure that we are maintaining the institution in accordance with DOC policy and procedure while meeting
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		Correctional Case Management initiative. Monitor expense requests and efficient use of resources.		Department goals as they relate to institution readiness, staff safety, the OAM, and the CCM initiative.
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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:

This position works collaboratively in a team setting. Good team player skills are necessary, including the willingness to collaborate, share information, and contribute to the team success as necessary. This position also requires excellent customer service skills. Contribute to a positive, respectful and productive work environment. Regular and timely attendance is an essential function of this position. This position is required to successfully complete all training provided by the Department. This position will review and follow all guidelines outlined in section 5.

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 Oregon Accountability Model is based on a strong belief of the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. DOC staff relationships and communications with those we have been charged to keep secure and change are core to the Department of Corrections' success; staff interactions with inmates are key to shaping pro-social behavior and achieving long-term public safety.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date