

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.

**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:**

Perform and supervise inmate labor in the planting and maintenance of the Institution grounds. This includes the planning and design and implementation of landscaping projects. Maintenance of all lawns and flower beds, to include eradication weeds from planting area, prune and shape plant material according to species; remove leaves, brush and other debris from landscaped area. Operate, maintain, and repair irrigation system; prepare and apply bark dust, top soil, gravel as needed; operate lawn mowers, edgers, weed eaters, tractors, backhoe and other equipment as needed. Teach good work habits and proper use of basic hand tools, and other landscape maintenance equipment, to all inmates assigned to the Physical Plants Landscape Maintenance Shop.

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
Included with other duties, performed 100% of the time	NC	E	<p>The Oregon Accountability Model (OAM) depends upon the 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 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.</p> <p>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.</p>
97%	NC	E	<p><u>Grounds Maintenance:</u> Supervises an inmate crew (6 to 10 men) in the planting and maintenance of the Institution grounds, inside the secure perimeter fence. This includes designing, planting, and maintenance of all lawns and flower beds, eradicate weeds from planting area, prune and shape plant material according to species; diagnose plant and lawn diseases and administrate remedies; remove leaves, brush and other debris from landscaped area; operate greenhouse, design, maintain and repair irrigation system; prepare and apply bark dust, top soil, gravel as needed; operate troubleshoot and repair lawn mowers, edger's, weed eaters, tractors, backhoe, and other equipment as needed or coordinate repairs as needed. Calibrate equipment and oversee or apply pesticides. Teaches good work habits and proper use of basic hand tools and all other related landscape maintenance equipment to inmates assigned to the Landscape Maintenance Shop. Grades work performances and recommends pay benefits and suggestions concerning the good of the inmate. Coordinates the design and implementation of multiple projects with limited size, scope, and complexity. Identify project objectives and deliverables. Identify projects and assign work tasks. Develop work breakdown structure, project schedule, and cost estimates. Identify potential risks involved with different projects and avoid them if possible. Obtain bids from contractors. Recommend changes to projects in response to unforeseen changes or results. Report on projects toward completion to supervisor and seek guidance when needed. Employee uses state laws and statues to complete his assigned jobs and tasks. Work overtime hours to de-ice sand and plow the roads and walkways to ensure staff safety during inclement weather conditions.</p>

1%	NC	E	Performs shakedown of work areas and frisk searches inmates.
1%	NC	E	Provides escorts for Physical Plant projects (i.e., contractors, volunteers, and non-DOC officials).
1%	NC	E	Perform all other duties and tasks as assigned by the Maintenance Operations Supervisor and Physical Plant Manager.

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.

Administrative Directives, DOC Rules and Procedures, Letters of Agreement, Multi-State standards. State Building, Electrical and Fire Codes. DEQ, OSHA, NEC electrical laws and FCC regulations. Operational and installation manuals, mechanical and piping blueprints.

b. How are these guidelines used?

These guidelines are used to ensure the safe daily operation of the facility within DOC Rules, and compliance with State and Federal Agencies; multi-state standards set guidelines and operational orders in the administration 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Security/Admin Staff	In person/phone/radio	Ensure security while on job/resolve problems	Daily
Vendors	In person/phone	Technical Support/Verify cost/Purchasing	Occasional

SECTION 7. POSITION RELATED DECISION MAKING

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

Determines when the landscape maintenance duties can be conducted. Also determines when to order materials and parts to maintain an inventory for repair purposes. Inmate assignments, supervision and disciplinary action, and escape risk. Designs Irrigation system and strategy, landscape projects, weed control and maintenance.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Principal Executive Manager E	4308001	In person	Weekly	Ensure security of the facility
Maintenance Operations Supervisor	4137201	In person	Daily	Ensure security of the facility

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

a. How many employees are directly supervised by this position? _____

How many employees are supervised through a subordinate supervisor? _____

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

 Plan work Assigns work Approves work Responds to grievances Disciplines and rewards Coordinates schedules Hires and discharges Recommends hiring Gives input for performance evaluations 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 has the resources to undertake major landscape projects for the Institution at costs substantially below those of outside contractors.

Must obtain a passing score on the State of Oregon exam, and have at least one year of experience as a Landscaper. Possess a valid Oregon Department of Agriculture public pesticide applicators license.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A	N/A	N/A

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