STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/1/15

This position is:
- ☒ Classified
- ☒ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: South Fork Forest Camp

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Facilities Maintenance Specilist	**b.**Classification No:	C 401
c. Effective Date:	04/25/2011	**d.**Position No:	9702450
e. Working Title:	FMS	**f.**Agency No:	29100
g. Section Title:	Physical Plant	**h.**Budget Auth No:	
i. Employee Name:		**j.**Repr. Code:	
k. Work Location (City – County):	Tillamook		
l. Supervisor Name (Optional):	Physical Plant Manager		

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.

Oregon Accountability Model: 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.

South Fork Forest Camp is a 200 bed minimum custody, adult male institution located in the Tillamook State Forest which is 28 miles east of Tillammok Oregon. It is jointly funded and operated by the Department of Corrections and the Department of Forestry.The institution provides a full range of correctional services and programs to ensure the safety and security of the public, staff and inmates and provides for rehabilitation of inmates.

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:

The primary purpose of this position is to coordinate, instruct and train skilled, semiskilled and unskilled inmates in the operation, maintenance and repair of physical plant systems, equipment and building structures within a correctional institution. Performs trade 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.

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 curser at end of a row (outside table) and hit "Enter".			
100%	NC	E	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 win 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. Has responsibility for custodial duties which include handling inmate incidents and preventing escapes through control of keys, tool, and contraband. Assists in the supervision and direction of inmate workers. Searches inmates and areas on an as needed basis. Regular and consistent attendance is an essential function for this position. Will role model and demonstrate responsibility, integrity, teamwork, respecting others, constructive change and the participation of all.
40%	NC	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 (CCMS). 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.
1%	NC	E	Carpentry: 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.
1%	NC	E	Electrical: 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.
25%	NC	E	General Maintenance: the cleaning, repair and replacement of windows located throughout the institution. The operation, maintenance and repair of various equipment, including air compressors, pumps, water heater, kitchen equipment, and appliances. Operates JLF, Aerial Lifts, Fork Lifts, and other equipment as required to perform daily duties. Repair and maintenance of all vehicles. Dip fuel tanks weekly. Perform snow and ice removal as needed. Supervise other shops .
4%	NC	E	Lock Repair and Maintenance: 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 a licensed staff member is unavailable.

1%	NC	E	Welding: Repairs and maintains metal structures and equipment
1%	NC	E	Maintains equipment inventory and instructs innate work crews in performing equipment maintenance as scheduled through the Department's Computerized Maintenance Management System.
1%	NC	E	Paint: 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.
10%	NC	E	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. Products, equipment and method of application information will be provided by the supervisor, including pumps, vaults, muffin monsters, tanks, floats, grit disposal, monthly, quarterly, annual reports to City of Portland.
1%	NC	E	Grounds Maintenance: The repair and maintenance of the outside grounds, buildings, and vehicle fleet, landscaping of the outside grounds (excluding the mixing and application of herbicides / pesticide 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%	NC	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; interview and recommends hiring of inmate worker; 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.
10%	N	E	Daily testing of the water system

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 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 a large group 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, and Multi – State standards, State Building and Fire Codes, DEQ and OSHA regulations, Operational 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 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?
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*			
Vendors	In Person and Telephone	Technical support and purchasing	Weekly
Other Agencies	In Person and Telephone	Technical support	As needed
Inmates	In Person	Assign duties, maintain security	Daily
All Facility Departments	In Person and Telephone	Respond to and resolve problems	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made as to when either to repair or replace equipment, when to order materials and parts to maintain an inventory for maintenance and vehicle repair purposes.

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 curser at end of a row (outside table) and hit "Enter".				
Principal Executive Manager C	8908021	Ongoing review by personal observation.	Daily / Annually	Insure work is completed in a timely manner

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? 0

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 employee has inherent responsibility for security of the institution through custody and control of inmates. Specifically, this responsibility includes personally handling inmate incidents in the employee's immediate work area, preventing escapes from confinement by proper control of keys, tools and contraband, and documenting unusual incidents as they occur.

Maintain a valid Driver's License

It is mandatory for this individual to be in compliance with Oregon's state's operator certification requirements (Small Groundwater System Operator Requirements).

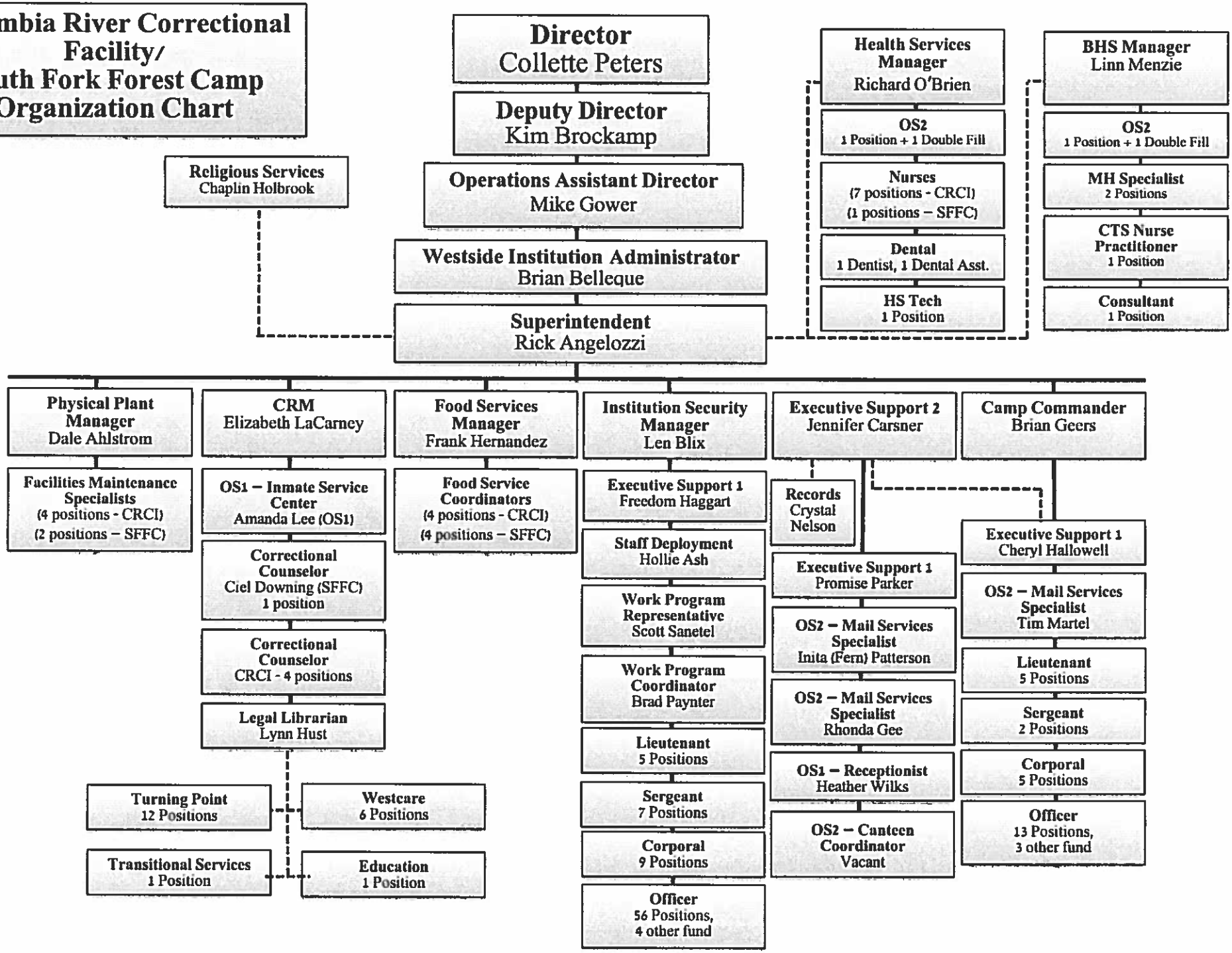
BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

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

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		

Columbia River Correctional Facility/ South Fork Forest Camp Organization Chart