STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/28/2012

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

Agency: Oregon Department of Corrections

Facility: Santiam Correctional Institution/ Oregon State Penitentiary Minimum

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Facility Maintenance Specialist	b.Classification No:	C4012
c. Effective Date:	7/01/2003	d.Position No:	0101127
e. Working Title:	Physical Plant Facility Maintenance	f.Agency No:	
g. Section Title:	General Service-Physical Plant	h.Budget Auth No:	0
i. Employee Name:		j.Repr. Code:	AAON
k. Work Location (City – County):	Salem-Marion		
l. Supervisor Name (Optional):	Sharon Presleigh		

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.

The Santiam Correctional Institution (SCI) and Oregon State Penitentiary, Minimum (OSPM) are full service minimum security institutions that emphasize program, education and work activity for its populations. Programs implemented are to reduce inmate idleness and/or provide effective transition back to the community. These activities include industries and public service work opportunities, mental health and alcohol/drug treatment, relapse prevention, education, life skills, religious programs, community services linkage and labor. These facilities are composed of employees who work within a multi-disciplinary component including social services, security, treatment and other inter-related positions. These facilities include the overall administration of approximately 147 employees, contractors and volunteers providing services to 440-640 adult inmates.

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.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values, DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, ODOC upholds a zero-tolerance policy towards all sexual abuse.

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:

Assist the General Service Manager in the management of the maintenance program at Santiam Correctional Institution and Oregon State Penitentiary Minimum.

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.

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".			
30%		E	Inmate Work Crew Supervision: Provide coordination, supervision, instruction and assignment of work to skilled and semi-skilled inmate workers; directs/supervises crews to ensure job related rules, policies, procedures and security guidelines are enforced, discipline and order is maintained; instructs and trains work techniques and procedures in a safe efficient manner building for equipment maintenance and repair; evaluates inmate work performance; interviews and makes independent decisions on hiring and firing of inmates using the CCM guidelines; conducts inmates searches to ensure absence of contraband; monitor inmate area for cleanliness and order; upholds OAM/CCM principles by training unskilled inmates in trades profession in preparation for their ultimate release and success in the civilian workforce.
30%	R	E	Building Construction, Remodeling, and Repair: Directs, instructs and coordinates skilled and semi-skilled inmate work crews who perform a wide variety of trades, including carpentry, plumbing, electrical, drywall, roofing, concrete, painting, sheet metal, etc. Identifies present/future. Initiates the bidding process or obtains price quotes; escorts civilian contractors and monitors projects for applicable code. Maintains current and knowledgeable on all applicable Federal, State, and Local codes and regulations and ensures work performed meets or exceeds those codes. Reviews and evaluates preventative maintenance schedules and upgrades for facility systems fixtures, Americans with Disabilities Act (ADA) compliance activities, evacuation plans, energy conservation programs and property damage. Coordinates the routine installation, repair, maintenance and upgrade of facility systems. Responsible for identifying deficiencies in physical structures fixtures, electrical and plumbing systems. Evaluate and monitor work in progress and at the time of completion, for conformance to blueprints, schematics and construction, fire and safety codes. Throughout the construction process monitor and recommend changes to blueprints to ensure the best product. Make changes to current blueprints as system are changed.
20%	R	E	Performs the repair and maintenance of outside grounds, buildings, and vehicle fleet, landscaping of outside grounds (excluding the mixing and application of herbicides/pesticides that requires 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 task.
5%	N	E	Performs inventory to maintain sufficient material on hand to perform work.

5%	R	E	Supervise, inspect and participate in preventive maintenance program. Participate in establishing work priorities and time schedule.
5%	R	E	Maintain records of work performed, maintain inventory and order supplies, and maintain facility grounds. Assist in control of tools and material inventory.
5%	N	E	Performs other duties or tasks as assigned by supervisor.

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 employee works inside a secure adult correctional facility. Inherent custodial duties include the responsibility for personally handling inmate incidents in the employee's immediate work 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. Possible encounters with abusive inmates that pose the risk of injury. The employee is subject to call back in the event of an emergency at which time he/she would be placed in any post in the institution. During a "work stoppage", he/she would be required to fill any post assigned in the institution.

This employee in this position works as a member of a team where conversations and paperwork are generated of a sensitive nature. The conversations and paperwork may occur on a daily basis. This employee must have the ability to keep this information confidential.

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.

- Department of Corrections Policies
- Department of Corrections Rules
- SCI/OSPM Procedures
- State and Federal building codes
- Manufacturer's instruction/repair books
- Blueprints
- Building permits
- OR-OSHA Safety Codes
- Fire codes
- Material Safety Data Sheets

b. How are these guidelines used?

These guidelines are used to insure the daily tasks are completed in a safe and orderly fashion

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".			
Section managers	In person, by phone or email	To discuss approved work orders	Daily
Security Personnel	In person, by phone or email	Insure security while on job	Routinely
Vendors	In person, by phone or email	Verify cost/availability of materials and supplies	Bi-weekly
Outside Contractors	In person, by phone or email	Insure quality of work	On Occasion
Inmates	In person	Work assignments	Continuously
Co-workers	In person, by phone or email	Discuss co-responsibilities, scheduling, I/M issues/problems	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Submit purchase request for replacement parts for equipment and maintain inventory of materials to support timely completion of requested work. Comply with established priorities on approved work orders to ensure they are completed within established time frames.

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".				
PEM/C General Service Manager	4021001	Visual Inspection/Written	Daily	Insure safety/quality of work
			Annually	Performance Appraisal

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring

- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ 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:

The work locations vary from new to old building structures there also may be service tunnels, pipe chases, electrical chases, etc. Most locations have multiple floors 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 ground water contamination, 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.

This position supervises and uses inmate work crews to accomplish assigned work. Knowledge of inmate disciplinary process is required as well as ability to manage inmate work crews in a minimum security setting.

Exposed to machinery, dust, noise, caustic/toxic/flammable materials. May be called back to the institution to resolve physical plant malfunctions, or recalled at the discretion of Superintendent, Officer of the Day, or General Service Manager.

A valid Oregon driver's license 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

Note: If additional rows of the below table are needed, place curser 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	Supervisor Signature	Date

Appointing Authority Signature	Date