

Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections are responsible for contributing to long-term public safety by influencing sustainable offender change. The 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.

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:

Coordinates, instructs and trains skilled, semiskilled and unskilled inmates in the operation, maintenance and repair of physical plant systems, equipment and building structures within a correctional institution. Administers the Inmate Welding Certificate program. Performs trade work as described in the following description of duties.

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
	NC	E	<p>The Oregon Accountability Model (OAM) depends upon a team approach to custody with the security-series personnel and security plus 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 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>
70%	NC	E	<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. Performs Inmate pat downs and area searches 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.</p> <p>Welding: Review layouts, blueprints, diagrams, or work orders in preparation for welding or cutting metal components. Develop templates and other work aids to hold and align parts.</p> <p>Lay-out, cut and fit material for welding. Preheat and clean metals. Determine required equipment and welding method, applying knowledge of metallurgy, geometry, and welding techniques. Select and install torch, torch tip, filler rod, and flux, according to welding chart specifications or type and thickness of metal. Ignite torch or start power supply and strikes arc. Weld bridges and other structures such as fish screen components, light poles and sign standards.</p> <p>Guide electrodes or torch along weld line at specified speed and angle to weld, melt, cut, or trim metal. Chip or grind off excess weld, slag, or spatter, using hand scraper or power chipper, portable grinder, or arc-cutting equipment. Braze various nonferrous metals. Weld machinery and equipment using TIG (Tungston Inert Gas),</p>

			MIG (Metallic Inert Gas), acetylene, and shielded electric arc (stick) equipment. Weld bridges and other structures such as fish screen components, light poles and sign standards. Observe tests on welded surfaces, such as hydrostatic, x-ray, and dimension tolerance to evaluate weld quality and conformance to specifications. Inspect finished work for conformance to specifications.
10%	N/C	E	Equipment Fabrication and Modification: Design projects and do complex welding work such as structural welding. Use brazing and cutting equipment, grinders, drill presses, gas and electric welders. Fabricate and install new parts or components for equipment or modify existing parts or components to restore or improve operation by following blueprints, sketches or verbal instruction. Test parts or equipment for effective operation
10%	N/C	E	Work Coordination: Estimate extent of welding work needed and the proper welding method based on the use of the object and its specifications. Requisition materials and supplies up to authorized spending limit. Maintain data on work costs and timeliness. Coordinate priority of tasks with others involved in projects such as vendors, contractors, state inspectors, city or county staff and other trades people. Coordinate work with other units to prevent delays or inconvenience to users of agency's services.
5%	NC	E	General Duties: Request supplies/repair parts and maintain inventory of materials and supplies. Maintain manufacturers' information on equipment and an inventory of equipment. Assist supervisor in the planning of projects. Secure quotes and prepare estimates. Maintains a current tool inventory. Instruct and train inmates on techniques and procedures in the safe and efficient operation of tools and equipment. Interview and recommend hiring of inmate workers. Check and sign inmate time sheets. Supervise up to 25 inmates in their performance of Physical Plant duties as needed. Transport inmates to and from their work locations, conduct Inmate count and perform regular 20-30 minute shop visual checks. Monitor work and shop areas for cleanliness and a safe working environment. Dip fuel tanks as needed. Responsible for the maintenance and repair of Facility vehicles, backup generators, and air compressors. Perform snow, ice removal as needed. Other duties as assigned.
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.

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, 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 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 curser at end of a row (outside table) and hit "Enter".</i>			
Vendors	Phone and in person	Technical support	Weekly
Other agencies	Phone and in person	Technical support	As needed
All departments of facility	Phone and in person	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
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>				
Maintenance and Operations Supervisor	0100428	In person	Daily	Insure work is completed in a timely manner
Principle Executive Manager E	9912065	In person	As needed	Insure work is completed in a timely manner

SECTION 9. OVERSIGHT FUNCTIONS

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:

Maintain current Oregon driver license

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

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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		

