



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/29/13

Agency: Oregon Department of Corrections

Facility: Two Rivers Correctional Institution

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>Physical/Elect Security Tech 3</u></p> <p>c. Effective Date: <u>07/01/1999</u></p> <p>e. Working Title: <u>Electronic Shop Inmate Superv.</u></p> <p>g. Section Title: <u>Physical Plant</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Umatilla / Umatilla</u></p> <p>l. Supervisor Name: <u>Russ Nichols / Darrell Moss</u></p>	<p>b. Classification No: <u>4039</u></p> <p>d. Position No: <u>9909008</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>000806220</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.

Two Rivers Correctional Institution is a 600,000+ square foot medium-security prison with design capacity, which houses 1750 inmates located in Umatilla, Oregon, including a minimum custody unit located just outside the secured perimeter of the main institution. The purpose of this program is the emphasize program and work activity for its male population. The institution has implemented programs, which 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, and community service linkage. The medium and minimum units are composed of employees who work within multi-disciplinary components including social services, security, treatment, and other inter-related positions. The prison operations include the overall administration of 451 employees, contractors, and volunteers providing necessary services.

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 and instructs 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 level trades 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.

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.

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
			<p>This position requires the inherent responsibility for security of the institution through direct supervision and control of inmates, including responsibility to: personally handle inmate incidents in the employee's immediate work area, prevent escape through proper control of keys, tools, contraband, pat-down searches of inmate workers and area searches, documenting unusual incidents as they occur.</p>
45%	N	E	<p>Coordinates the work flow and assigns work to inmate workers; direct inmate crews to ensure job-related rules, policies, procedures and security guidelines are enforced, and discipline and order are maintained; instruct and train inmates on work techniques and procedures and in safe and efficient operations of tools and equipment; evaluates work performance of inmates for training and assignment purposes; may interview and recommend crews; conducts searches of inmates and area to ensure absence of contraband; checks and signs inmate time sheets; monitors work area and shop area for cleanliness and order and direct work crew in cleaning. Performs security electronic installation covered by the master Electrical Permit Program or dedicated permits signed by a Departmental Signing Supervising Electrician, skilled security electronic work in all areas, and assists other trades persons as assigned.</p>
30%	N	E	<p>Alter, install, maintain and repair all manual and computer controlled electronic security and fire alarm systems 100 volts or less within scope of license held, i.e. microwave and fence sensor systems, access control systems, intercoms, ADA door operators, card lock systems, closed circuit television systems, airlock security devices, electric strikes, magnetic locks , and electric cylindrical or mortise case locks, fire/smoke detection, telephone system and intrusion/duress alarm systems, digital video recording systems, local area networks for security electronic systems. Design, install, repair and maintain IT network. Installation and maintenance for fiber optic cable. Install and maintenance Metal detectors and security heart beat monitor systems.</p> <p>Establishes regular inspection schedules to assure proper maintenance of all perimeter air lock security system; maintains and test smoke detection units and its alarm systems. Maintains operation for TRCI: Microwave, telephone, and radio communications, bio-readers SATV Systems, Simplex Fire Alarm Systems, etc. Provides technical information and advice to others on specific design problems, as identified. Is responsible for coordination of work, including the planning, establishment of goals and objectives, in the installation and maintenance electronic security systems. Prepares detailed cost estimates in obtaining special projects funding, bid evaluation and project cost analyses; evaluated various alternatives for meeting objectives and provides recommendations for best plan to the Physical Plant Manager. Installs, maintains, modifies, conducts trouble diagnosis, cleans and repairs all electronic systems. Work includes equipment adaptive design, controlled installation layout and design, systems, integration and implementation testing or systems reliably and effectively.</p>

10%	N	E	Performs verification of security electronic equipment programming to ensure systems are operating within manufacture's parameters. May assist with programming changes during security electronic systems upgrades/retrofits. Researches and provides documentation relative to new electronics systems are current state-of-the-art technology. Plans, organizes and executes new installations.
10%	N	E	Maintains technical library of repair manuals for all active equipment, schematics and wiring diagrams, technical bulletins relative to corrections, and equipment field changes, distributor's catalogs, manufacturing catalogs and specification sheets.
5%	N	E	Other duties as assigned. For institutional needs can be required to work past scheduled work hours.
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 inmate have the potential for becoming angry, hostile, abusive, and aggressive, increasing the risk for employees of physical injury, death, and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

The work location varies and there also may be walls, 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 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, 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.

Workers will be required to use Person Protective Equipment (PPE) and safety programs (Respiratory Protection, etc.) as dictated by the work location.

Subject to long hours, working from ladders and scaffolds. Subject to call back 24 hours per day for emergency work. Maybe required to respond to possible inmate disturbances.

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 Rules, Policies and procedures;
 Two Rivers Correctional Institution Operating Procedures;
 Administrative Directions;
 Oregon Revised Statues;

Inmate Work Program Procedures/Policies;
 Public/Private Partnership Contracts;
 AFSCME Labor Contract;
 applicable Federal and State Laws;
 Americans with Disabilities Act;
 OSHA;
 Hazardous Chemicals use

b. How are these guidelines used?

These guidelines are used to give general direction for the completion of assigned duties and serve as a source of reference to provide the necessary knowledge required to work in a correctional facility, defining the scope of employment.

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>			
Phys Plant Manager	In person/Phone	Receive Assignments/review work	Daily
Maint. Supervisor	In person/Phone	Receive Assignments/review work	Daily
Security Staff	In person/Phone	Insure security while on the job	Routine
Contractors	In person/Phone	Insure quality control	Occasional
DOC personnel/officials	In person/Phone	Coordinate work efforts, discuss work orders	As needed
Purchasing Staff	In person/Phone	Obtain priority supplies	Occasional
Other State Officials	In person/Phone	Inquiries, information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Employees in this position must exercise creativity and experienced judgment in extending traditional techniques or developing new ones in order to solve novel or obscure problems. The recognition of the relationship of problems and practices of related fields either to solve the problems or refer it to the appropriate source is a major asset to the trouble shooting aspect of this position.

This position makes the day-to-day decisions that are required to accomplish assigned tasks.
 This position instructs and directs inmates as assigned as assistants in the completion of assignments.

Decisions regarding priority of maintenance work order requests and decisions to inventory of spare replacement parts; quantity, type and frequency of repair or replacement of such items. Accountability to Trades Maintenance Supervisor II regarding inventory costs, time to obtain replacement parts, etc.

Decisions made by this position are a direct reflection on the Physical Plant Management and his/her policies, directives, opinions, and administration of the Institution.

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>				
PEM-E Physical Plant Manager	9712028	Review	Daily/Weekly	Work complete to procedures and guidelines
Trades Maint. Supv. 2 Ass't Phys. Plant Mgr	9902321	Review	Daily/Weekly	Work complete and all policies are being followed and safety practices adhered to.

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:

The employee must possess the ability to work independently with little or no supervision, prioritize work assignments and ensure timely completion. Compose and formulate correspondence, reports, and other written documentation as required; exercise good judgment in decision making; interact well with co-workers, supervisors and inmates, promoting harmonious working relationships with other Sections. Additionally, the employee possesses a thorough knowledge and understanding of all Department of Corrections Rules and Procedures, TRCI Procedures, and Administrative Directives. The employee is required to attend, participate, and successfully complete all training as assigned, including annual In-Service Training, any job-related course, etc. A high school diploma and/or its equivalent is required.

This position is required to maintain a valid driver's license.

This position is required to maintain a valid Oregon State Restricted Energy Technician license or equivalency. DOC agrees to reimburse staff member for the cost of the license and the upkeep training that is required to keep the license/certification active.

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, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date