



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/1/14

Agency: Oregon Department of Corrections

Facility: Two Rivers Correctional Institution

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Plumber b. Classification No: C4005
c. Effective Date: 05/01/14 d. Position No:
e. Working Title: Plumber f. Agency No: 29100
g. Section Title: Physical Plant h. Budget Auth No: 000773150
i. Employee Name: j. Repr. Code: AAON
k. Work Location (City – County): Umatilla / Umatilla
l. Supervisor Name: Russ Nichols / Darrell Moss
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [x] 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 mission of ODOC is to promoting public safety, holding offenders accountable for their actions reducing the risk of future criminal behavior. The ODOC is responsible for overseeing and managing inmates in order to maintain safe, civil and productive institutions. ODOC is responsible for the safety of inmates and protection of property at their work site. The success of the ODOC mission relies heavily on the fundamentals of the 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, particularly the directing and pro-social behavior. The department's job is to move inmates from anti-social to pro-social citizens. Staff interactions with inmates on a daily basis are without doubt the most powerful tool to reinforce pro-social behavior. Thus, the nature of relationships and communications with those ODOC has been charged to keep secure and changes are core to the ultimate success of Corrections. Since relationships are respect are built through repeated experiences and communications about those experiences, then what the department does and says to inmates are key to achieving long-term public safety.

Two Rivers Correctional Institution is a 600,000 + square foot medium–security prison with a design capacity which houses 1, 536 inmates located in Umatilla, Oregon and a 96-bed Minimum custody located just outside the secured perimeter of the main institution.

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 system, equipment and building structures within a correctional institution. Performs journey 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
50%	N	E	Installation Repair, and Maintenance of all Plumbing and EVAC Plumbing Systems: Directs, instructs, and coordinates inmate work crew who 1) install and replace pipes, valves, drain systems, basins, tubs, faucets, lavatories, sinks, gates, hydrants, water heaters, dishwashers, and other plumbing fixtures and equipment; 2) repair breaks in pipes; 3) clean and open drain and other lines; 4) repair water pumps and heaters; 5) install and repair uncharged steam and gas system piping occasionally. Train inmate workers to assist in the completion of organized task. Plans projects, secures all plumbing permits as required, and provides field inspections and progress reports. Contact vendors by telephone or in person to verify costs and availability of materials and supplies. Coordinates work with other Physical Plant staff. Performs Preventive Maintenance and record keeping regarding work requests completed. Makes estimates of materials and time required to complete projects.
33%	N	E	Miscellaneous Activities: Conducts preventative maintenance such as checking, inspecting, and servicing all plumbing fixtures; reads and interprets blueprints and written instructions; orders necessary supplies and equipment; operates vehicle; makes estimates of material and time needed to complete projects. Requests supplies/repair parts and maintain inventory of materials; maintains manufacturers information on 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; interviews and recommends hiring of inmate workers. This work includes the assistance and support for trades staff in the completion of work assignments, performance of maintenance/repair tasks in area where inmates are prohibited, supervision of inmate work crews during the absence of the assigned inmate supervisor, or as assigned by management supervisor.
27%	N	E	<p>Maintains equipment inventory and instructs inmate work crews in performing equipment maintenance as scheduled through the Department's computerized maintenance management system (CMMS).</p> <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> <p>This position requires the inherent responsibility for security of the Institution through charge and control of inmates, including responsibility to: Personally</p>

			<p>handle inmate incidents in the employee's immediate work area; prevent escapes through proper control of keys, tools, and contraband, and documenting unusual incidents as they occur.</p> <p>Employee may coordinate work flow and assign work to adult inmate workers. Employee may direct inmate to follow rules, policies, procedures and security guidelines; instruct and train inmates on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employee may evaluate inmate work performance; search inmates and area for contraband; verify and sign inmate time cards; monitor work area for cleanliness and order; and direct inmates in cleaning methods.</p> <p>Other duties as assigned.</p>
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 vary from new to old building structures 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.

At some locations work may include being near to and possibly working with lead based paint. 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. May be required to work past the scheduled work hours for emergency institutional needs.

This position requires a pattern of dependability as demonstrated by reporting to duty regularly and on time to a specific location (the gatehouse is the recognized 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.

All new work is subject to inspection by the Oregon Department of Consumer and Business Services, Building Codes Division, and requires a plumbing permit.

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;
 Federal and State Laws;
 Americans with Disabilities Act;
 OSHA; Hazardous Chemicals
 Building Codes Division regulations

b. How are these guidelines used?

All installations shall be inspected for proper materials and correct plumbing methods to ensure the safety of all. These guidelines are used to give general direction for the completion of assigned duties. These guidelines serve as a reference source and 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>			
Physical Plant Manager	In person / Phone / E-mail	Receive Assignments/review work	Daily
Maintenance Supervisor	In person / Phone / E-mail	Receive Assignments/review work	Daily
Security Staff	In person / Phone / E-mail	Ensure security while on the job	Routine
Contractors	In person / Phone / E-mail	Ensure quality control	Occasional
DOC staff	In person / Phone / E-mail	Coordinate work efforts, discuss work orders	As needed
Purchasing Staff	In person / Phone / E-mail	Obtain priority supplies	Occasional
Other State officials	In person / Phone / E-mail	Inquiries, information	As needed
Vendors	In person / Phone / E-mail	Ordering / parts research	Routine
Plumbing Supply Dealers	In person / Phone / E-mail	Purchase materials	Weekly
State Inspectors	In person / Phone / E-mail	On-site inspections	As required

SECTION 7. POSITION RELATED DECISION MAKING

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

Requires decisions regarding proper use of plumbing material, proper installation practices to assure safe operation of all steam lines and other related equipment, and to ensure the safety of all domestic water and sewer systems located at TRCI.

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>				
Principle Exec. Manager E – Physical Plant Manager	9712028	Review	Daily/weekly	Work complete to procedures and guidelines.
Trades Maintenance Supervisor II - Assistant Physical Plant Manager	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:

This position is required to maintain a valid Oregon State Plumbers Journeyman license. DOC agrees to reimburse staff member for the cost of the license and the upkeep training that is required to keep the license active.

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.

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 curser 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