



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/01/15

This position is:

- Classified
- Unclassified
- executive service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Division: Operations

New Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Carpenter
- b. Classification No: C4003
- c. Effective Date: 7/01/1987
- d. Position No: 6000682
- e. Working Title: Carpenter
- f. Agency No: 29100
- g. Section Title: Physical Plant
- h. Budget Authorization No: 000093220
- i. Employee Name:
- j. Representation Code: AAON
- k. Work Location (City-County): Pendleton-Umatilla
- l. Supervisor Name (optional): Tyler Phelps

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 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.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male felons meeting medium-security classification requirements; yet routinely manages close custody and minimum security classified inmates. The 58-acre institution property is highly visible to the public inasmuch as it is located between the two major access routes to Pendleton and within the city limits. EOIC operates with a biennial budget of approximately \$64 million, with a full time staff of 426. The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system.

The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are available in the form of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs.

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.

**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. Performs journey level trades 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.

THE FIRST TWO ITEMS LISTED ARE ESSENTIAL ELEMENTS OF ALL DUTIES OF THE POSITION AND MUST BE ADHERED TO AT ALL TIMES.

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 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.

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. Searches inmates and areas on an as needed basis.

% of time	N/R/NC	E/NE	DUTIES
50%		E	Coordinates the work flow and assigns work to inmate workers; directs inmate crews to ensure job-related rules, policies, procedures and security guidelines are enforced, and discipline and order are maintained; instructs and trains inmates on work techniques and procedures in safe and efficient carpentry practices; 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 directs work crew in cleaning. Obtains permits for remodel/construction projects, performs carpentry work in staff only areas, and assists other trades persons as assigned.
10%		E	<u>Maintenance of Building and Furniture:</u> Directs, instructs, and coordinates inmate work crews who perform general carpentry work on floors, roofs, stairs, partitions, doors, desks, chairs, benches, and other furniture.
15%		E	<u>Miscellaneous Activities:</u> Maintains project records; orders supplies and maintains inventory of materials; reviews plans; establishes time and material required to complete a project; may secure quotes and prepare estimates; directs instructs and trains inmate work crews who 1) clean, sharpen, and repair tools; 2) may perform other construction related activities such as installing plastic laminate, floor and ceiling tiles, finishing, concrete. This work includes the assistance and support for 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.
10%		E	<u>Building Construction:</u> Directs, instructs, and coordinates inmate work crews who 1) room additions, office space, work areas, cabinets, and counters; 2) build foundation forms; 3) frame structures; 4) do finish work such as installing windows and doors, trimming and installing locks and hardware.

10%

E

Remodel of Existing Structures: Directs, instructs and coordinates inmate work crews who 1) perform required demolition; 2) frame walls, doors, ceilings; 3) attach covering materials such as plywood sheathing, wallboard, and paneling; 4) install doors, windows, cabinets, fixtures, millwork, and hardware.

5%

E

Maintains equipment inventory and instructs inmate work crews in performing equipment maintenance as scheduled through the Department's computerized maintenance management system (CMMS).

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.

Required to serve a four year apprenticeship in Carpentry; shall have practical knowledge of all current building codes; fire codes, and security requirements as established by EOCI.

b. How are these guidelines used?

To ensure that all building projects meet State requirements for structural safety; to ensure proper building materials are used to meet fire codes as published in NFPA manual.

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?
Lumber Suppliers	In person/telephone	Secure building supplies	Weekly
Community Representatives	In person/telephone	Plan public service projects	Monthly
State Building Inspectors	In person/telephone	Plan inspections/reviews	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Required to make decisions regarding type of construction methods to be employed. The safety of the institution depends on informed decision making. Required to make decisions regarding the hiring of inmate work crews. Must establish priorities regarding work orders received.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principle Exec/Manager E	6000674		As Needed	Ensure work is accomplished according to established standards.
Maintenance & Operations Supv.	6000673		Daily	Ensure work is accomplished according to established standards.

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 |

