



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:  
February 7, 2006

**Agency:** Oregon Department of Corrections

**Division:** Oregon State Penitentiary

New  Revised

This position is:

- Classified
- Unclassified
- Executive Services
- Mgmt Svc-Supervisory
- Mgmt Svc-Managerial
- Mgmt Svc-Confidential

## SECTION 1. POSITION INFORMATION

a. Classification Title: Facility Energy Technican 3  
 c. Effective Date: February 7, 2006  
 e. Working Title: Facility Energy Technican 3  
 g. Section Title: Physical Plant  
 l. Employee Name:  
 k. Work Location (City-County): Salem-Marion  
 i. Supervisor Name (optional): Mitchell, Steve

b. Classification No.: C4034  
 d. Position No.: 2131206  
 f. Agency No.: 29100  
 h. Budget Authorization No.:  
 j. Representation Code:

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. 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 Oregon Accountability Model: is based on a strong belief about the importance of strengthening staff to inmate and staff to staff modeling, particularly the directing and shaping of pro-social behavior. Staff's job is to move inmates from anti-social to pro-social citizens, and staff's interactions with inmates on a daily basis are, without a doubt, our most powerful tool to reinforce pro-social behavior. Thus, the nature of DOC staff relationships and communications with those we have been charged to keep secure and change are core to the Department of Corrections' success. Since relationships and respect are built through repeated experiences and communication about those experiences, then what staff 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.

The mission of the Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. In support of this mission, the Oregon State Penitentiary is the only hard walled maximum-security prison and is charged with providing confinement as authorized by statute and ordered by the courts. The Penitentiary currently houses approximately 2000 inmates. In addition to general population maximum-security inmates, the Penitentiary houses Death Row, Special Management Housing, Disciplinary Segregation and supports a 26-bed Infirmary. The Penitentiary management team plans, organizes coordinates, schedules, and budgets for around the clock support services and resources required for the health, safety, and welfare of staff and inmates. The activities and services include security, food services, safety & sanitation, inmate health services and treatment, inmate education, vocational training, industries, and Physical Plant programs. The Physical Plant programs' scope of services includes; maintenance and repair of all systems, equipment, buildings, and grounds of the institution to ensure a safe, secure, and well-

maintained environment for staff, visitors, and inmates. Performs all construction, electrical and plumbing repairs needed that are within the capability of Physical Plant staff and the scope allowed by the trades licenses held. The Physical Plant maintains transportation and ground maintenance equipment, and operates and maintains steam generating and distribution systems for Intensive Management Unit and the Oregon State Penitentiary.

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:

The purpose of this job/position is to provide maintenance and repair of the Physical Plant and equipment necessary for the operation of the institution, and performs a wide variety of building trades, in the maintenance and improvement of the institution. This position provides preventative maintenance on all equipment and buildings, including: 1) respond to emergency breakdowns; 2) shut down systems when appropriate; 3) maintain inventory and order supplies; and 4) other maintenance and repairs necessary to all Physical Plant equipment, structures, systems, and grounds; also, may assist other shops when required. This position directs, instructs, and coordinates inmate work crews in the performance of repairs and ensures the projects are accomplished in a safe and correct manner. This position is responsible for enforcing and abiding by all applicable Department of Corrections Rules and Procedures, Institution Procedures and Administrative Directives, and ensure that all established security procedures are followed and enforced at all times.

**SECTION 3. DESCRIPTION OF DUTIES**

**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 DOC in the supervision and direction of inmate workers. Searches inmates and areas on an as needed basis.

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
25%	N	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 heating, ventilation, air conditioning and refrigeration (HVAC-R) 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 new HVAC-R projects, performs HVAC-R and associated electrical work within scope of electrical license held in staff only areas, and assists other trades persons as assigned.
25%	N	E	Monitors and supervises inmate work crews in the maintenance, repair, and installation of equipment and components associated with HVAC and refrigeration systems, including calibration for sensors, drive motors, and associated equipment. Fabricates sheet metal duct work. Trouble shoots and repairs electrical, electronic, heating, ventilation, air conditioning, refrigeration, steam, and pneumatic control systems utilizing test equipment and the software which interfaces with the DDC/EMCS (Direct Digital Control/Energy Management Control System). Maintains logs on refrigerant usage, and supplies culinary with weekly temperature logs for walk-in refrigerators/freezers.
10%	N	E	Repairs and maintains the steam distribution and condensate return systems. Determines flow rates for steam per flow calculations on new installations. Trouble shoots and repairs electrical, electronic, heating, ventilation, steam, and pneumatic control systems associated with this equipment.
10%	N	E	Maintains and repairs food preparation equipment, hot water heaters, and space heaters. Trouble shoots and repairs electrical, electronic and pneumatic control systems associated with this equipment.
5%	N	E	Utilizes a computerized maintenance control system to inventory and schedule equipment maintenance.
5%	N	E	Documents electrical work on the Master Permit Log.
5%	N	E	Performs such work in areas where inmate workers are prohibited and in circumstances where certifications and licensing prevent the use of inmate labor.
5%	N	E	Requests supplies/repair parts and maintains inventory of materials; maintains manufacturers information on equipment and an inventory of 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; conducts searches of inmates and work areas to ensure absence of contraband; checks and signs inmate time sheets; monitors work and shop areas for cleanliness and a safe working environment; directs inmate workers in cleaning.
5%	N	E	Maintains equipment inventory and instructs inmate work crews in performing equipment maintenance as scheduled through the

			Department's computerized maintenance management system (CMMS).
5%	N	E	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 escapes through proper control of keys, tools, contraband, pat-down searches of inmate workers and areas searches; and documenting unusual incidents as they occur.
100%			No attempt is made to fully describe every duty performed by this class.

#### **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 position works inside an adult maximum security facility and may encounter angry, hostile or angry, hostile or abusive inmates, which could result in personal physical injury, death, or becoming a hostage. Inherent custodial duties include the responsibility for personally handling inmate incidents in the immediate work area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment, and contraband and to document occurring unusual incidents. This position is subject to recall in the event of an emergency and may be assigned to any position in the prison. Subject to Mandatory Overtime.

The incumbent will be expected to share the mission, vision and core values of the department; the position requires being a role-model of pro-social behavior and having an attitude that conveys dignity and respect in treatment of other; the incumbent must be able to acknowledge that everyone is capable of positive change.

This work is performed in a maximum-security prison setting composed of old and obsolete buildings and systems with all the inherent risks found therein. Examples are; possible exposure to lead base paint, asbestos containing material, confined within the walls, works with inmates who may become hostile or violent anytime without provocation as their records of criminal history so indicate. Some jobs must be performed on high ladders, platforms, on towers and work in rain and cold weather. At times the work must be performed in underground service tunnels with abnormally high temperatures, poor ventilation and lighting. Often during the rainy season an employee must work and walk in water. When required to work on 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 of heavy equipment.

While performing repair jobs, the possibility of flash burns to the eyes and skin from the arc welder or torch is present as are the inherent risks associated with operating power tools, saws, grinders, pipe threading machines, etc. When working on storm drains and sewer systems, the worker is exposed to contaminates and hazardous waste.

#### **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, Procedures, Rules, State and Federal building codes, manufacturers 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, legal, sanitary, and correct manner.

**SECTION 6. WORK CONTACTS:**

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Section Managers	In-person or telephone	To discuss approved work orders	Daily
Security Personnel	In-person or telephone	Insure security while on job	Routinely
Vendors	In-person or telephone	Verify cost/availability of materials and supplies.	Biweekly
Outside Contractors	In-person or telephone	Insure quality work	On Occasion
Inmates	In-person	Work assignment	Continuously

**SECTION 7. JOB-RELATED DECISION MAKING:**

Describe the kinds of decisions likely to be made by this position. Indicate affect of these decisions where possible.

Submit purchase requests for replacement parts for equipment and maintain inventory of materials to support timely completion of requested work. Comply with established priorities on assigned work to ensure completion within established time frames.

**SECTION 8. REVIEW OF WORK:**

Who reviews the work of this position?

<u>Classification Title</u>	<u>Position Number</u>	<u>How</u>	<u>How Often</u>	<u>Purpose of Review</u>
Maintenance & Operations Supervisor	2131003	Test or visual inspection Written	Daily Annually	Insure safety/quality of work Performance Appraisal

**SECTION 9. SUPERVISORY DUTIES: TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE.**

a. How many employees are directly supervised by this position? 0 Through Subordinate Supervisors? 0

b. Which of the following supervisory/management activities does this job perform?

- |  |   |
|--|---|
| <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 JOB-RELATED INFORMATION**

Any other comments that would add to an understanding of this position:

This position works collaboratively in a team setting. Good team player skills are necessary, including the willingness to collaborate, share information, and contribute to the team success as necessary. This position also requires excellent customer service skills. Contribute to a positive, respectful and productive work environment. Regular and timely attendance is

essential function of this position. This position is required to successfully complete all training provided by the Department. This position will review and follow all guidelines outlined in section 5.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

Graduation from an accredited school (two year program) in heating and air-conditioning, two years of experience installing, altering, calibrating, repairing, and assisting with programming large building computerized and mechanical control systems. A Limited Maintenance Electrical license (Class A or B), a Universal Refrigerant Handling certificate, a Certified Brazing certificate, and a Oregon driver's license. Four years of experience installing, altering, calibrating, repairing, and assisting with programming large building computerized or mechanical control systems.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

This position does not have the authority to commit agency funds.

### **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