



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/29/13

Agency: Oregon Department of Corrections

Facility: Coffee Creek Correctional Facility

New Revised

This position is:

- Classified
 Unclassified
 Executive Service
 Mgmt Svc – Supervisory
 Mgmt Svc – Managerial
 Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Grounds Maintenance Worker 2 b. Classification No: C4110
c. Effective Date: 12/01/15 d. Position No: 0100435
e. Working Title: Landscaper f. Agency No: 29100
g. Section Title: Physical Plant
h. Employee Name: Vacant
i. Work Location (City – County): Wilsonville, Washington
j. Supervisor Name (optional): Pete Bruns
k. Position: Permanent Seasonal Limited Duration Academic Year
 Full-Time Part-Time Intermittent Job Share
l. FLSA: Exempt If Exempt: Executive m. Eligible for Overtime: Yes
 Non-Exempt Professional No
 Administrative

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.

Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinated by the facility administration include: Health Services, Mental Health, Alcohol and Drug, Work Force Development, Oregon Correctional Enterprises, Offender Information and Sentence Computation Unit.

The CCCF Minimum-Security Unit is located outside the secure perimeter of the main institution, within a separate fenced compound. The unit provides dormitory-style housing for 540 incarcerated women classified as minimum custody, 432 general population and 108 in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two inmate living buildings; one is for general population and one for a residential alcohol and drug therapeutic community. Programming for general population inmates include adult basic education, workforce

training, life skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments, a "cottage industry" program and community service work crews.

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:

Perform, train, coordinate, instruct, and direct unskilled and semiskilled female inmates in the performance of grounds maintenance; grounds keeping; planting; sprinkler system design, installation, maintenance, and operation; training on proper equipment operation, maintenance and repair; provide training for the safe use and application of herbicides and pesticides. Foster a positive working environment through communication, and positive attitude toward DOC staff, inmates, and the general public.

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 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.</p> <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. Searches inmates and areas 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>
90%	NC	E	<p>Perform, direct, instruct and supervise an inmate crew in the performance of maintenance of the Facility's grounds. Eradicate weeds from planting areas. Prune and shape plant material according to species. Remove leaves, brush, and other debris from all areas. Design, install, operate, maintain, and repair irrigation</p>

			systems. Monitor and maintain wetland areas. Maintain perimeter berms. Apply bark dust, top soil, compost and gravel as needed. Operate lawn mowers, edgers, weed eaters, tractors, backhoe, dump truck and other related equipment. Perform assorted maintenance on buildings located on the grounds. Develop plans for improvement of the grounds when required. Supervise control/ eradication of insects and diseases indigenous to lawns, shrubs, flowers and plants. Order supplies, materials, tools, etc. for the landscape operation. Teach good work habits and proper use (including proper safety practices) of hand tools and power equipment. Provide proper training in the application of herbicides and pesticides. Responsible for service and maintenance of all landscape equipment including daily checks of fluid levels, regular and preventative maintenance including oil changes, lube, grease, blade sharpening, trimmer string replacement, mix gas to proper specifications etc.
5%	NC	E	Responsible for tool, key and inventory control. Familiar with and enforce compliance with the State, Federal, local and DOC policies, rules and regulations. Shake down work and shop areas for unauthorized items. Accountable for Facility security, tool and key control. Prepare work orders and shop orders for daily work completed. Supervise up to 25 inmates in their performance of Physical Plant duties. Transport inmates to and from their work locations, conduct Inmate count and perform regular 20-30 minute shop visual checks.
5%	NC	E	Work overtime hours to de-ice, sand and plow the parking lot and perimeter roads to ensure staff safety in inclement weather. Provide escort for outside contractors and service personnel. 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 medium security prison setting working with a crew of unskilled or semi-skilled inmates who may become hostile or violent at any time without provocation as their records of personal history so indicate. Some jobs requires lifting of heavy tools and equipment and working in awkward positions and under abnormal weather conditions. Work around high noise. May be required to work from ladders, scaffolding or operate heavy equipment as needed.

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.

- b. How are these guidelines used?**

These guidelines are used to insure the safe daily operation of the Facility within the 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?
Facility Personnel	In person and phone	Respond to work requests	Daily
Vendors	In person and phone	Verify cost and availability	Occasional

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

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

Inmate assignments, supervision, disciplinary action, escape risk. Strategy, designs, maintenance, pruning, fertilization, weed control, planting, planning and designing for landscape and maintenance needs to insure all areas are in good condition and systems are working properly.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Maintenance and Operations Supervisor	0100428	In person	Daily	Insure work is complete in a timely manner
Principle Executive Manager E	9912065	In person	Daily	Insure work is complete in a timely manner

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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 |

Disciplines and rewards

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

Passing score on the state exam, minimum one (2) years experience as a Landscaper. Public pesticide applicator license required within 6 months of hire date with the following categories Turf/Ornamental, Insecticide, Fungicide, herbicide.

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 curser 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