



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**

**This position is:**

**Agency:** Oregon Department of Corrections

**Division:** Deer Ridge Correctional Institution – Physical Plant

New  Revised

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

**SECTION 1. POSITION INFORMATION**

a. Classification Title: Facility Maintenance Specialist

b. Classification No: C4012

c. Effective Date:

d. Position No: 0700312

e. Working Title: Facility Maintenance Specialist

f. Agency No: 29100

g. Section Title: Physical Plant

h. Budget Authorization No:

i. Employee Name: Duane Knox

j. Representation Code: AAON

k. Work Location (City-County): Madras - Jefferson

l. Supervisor Name (optional): Scott Marrs

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 Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior.

Deer Ridge Correctional Institution is an 1867 bed state prison located in Madras, Oregon. Prison operations include: a 1095-bed adult men's medium security unit; 128 bed men's disciplinary segregation unit; and a 644-bed adult men's minimum-security unit. A daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work is maintained by the institution. Self-improvement and rehabilitative opportunities for the inmates are provided through workforce development and training, treatment services, cognitive restructuring skill programs, community-based liaison activities, and various leisure time activities.

The Physical Plant has an operating budget of approximately \$7,000,000.00 per biennium and employs three managers, twenty-two trades staff and one Office Specialist 2. The Physical Plant programs' scope of services includes maintenance and repair of all systems, equipment, buildings, and grounds at the institution to ensure a safe, secure, and well-maintained environment for staff, visitors, and inmates. Physical Plant 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. Physical Plant maintains transportation and ground maintenance equipment.

**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 trades work as described in the following description of duties.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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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.

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<b>% of time</b>	<b>N/R/NC</b>	<b>E/NE</b>	<b>DUTIES</b>
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**THE FIRST TWO ITEMS LISTED ARE ESSENTIAL ELEMENTS OF ALL DUTIES OF THE POSITION AND MUST BE ADHERED TO AT ALL TIMES.**

1. 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 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.

2. 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.

**E** Directs, instructs, and coordinates inmate work crews who perform a wide variety of building trades in the completion of tasks assigned by supervisors for the repair and maintenance of the Institution physical plant. This position is responsible for completing assigned service work orders and for performing preventive maintenance scheduled through the computerized maintenance management system (CMMS). The daily work assigned will be governed by the physical plant's work load and the needs of the Institution. This work includes the assistance and support for other 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.

Carpentry: The completion of tasks such as, the maintenance and repair of the institution's physical plant and grounds. This includes the erection of scaffolding; the repair, replacement, and installation of concrete sidewalks, curbs, and pads; the repair, replacement, and installation of floor and ceiling tile, doors, cabinets, bulletin boards, mirrors, or any tasks that require additional staff assistance for completion. Technical information to complete projects will be provided by the supervisor.

Electrical: The completion of tasks such as: replacing electrical fixture lamps, erecting scaffolding, moving equipment, and providing assistance in the completion of tasks limited to those that do not require an electrical license. All other electrical work will be performed by a licensed staff or a licensed inmate supervised by this position if licensed staff are unavailable.

General Maintenance: The cleaning, repair, and replacement of windows located throughout the Institution. The operation, maintenance and repair of various equipment, including air compressors, pumps, water heaters, kitchen equipment, and appliances.

Lock Repair and Maintenance: The completion of tasks required for the maintenance/repair of the mechanical components of locks and/or locking systems. All electrical work will be performed by a licensed staff or by licensed inmate supervised by this position if licensed staff are unavailable.

Welding: Repairs and maintains metal structures and equipment.

Paint: The completion of the painting of interior and exterior walls, floors, equipment items, and erection and movement of scaffolding. Technical information to complete projects will be provided by the supervisor.

40%

Plumbing: The completion of maintenance/repair tasks that do not require licensing or special certifications. This work will include repairing, maintaining, and replacing components such as sinks, commodes, faucets, drain lines, water supply lines, and other plumbing components currently installed. Products, equipment, and method of application information will be provided by the supervisor.

Grounds Maintenance: The repair and maintenance of the outside grounds, buildings, and vehicle fleet, landscaping of outside grounds (excluding the mixing and application of herbicides/pesticides that require a license). All work will include the same criteria as given above for each shop area of the Physical Plant. This work includes upkeep of all outside grounds, pavement areas, repair and maintenance of landscaping equipment, repair and maintenance of buildings, and the repair and maintenance of the vehicle fleet. This position will assist and support other staff in the completion of assigned tasks.

10%

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 area to insure absence of contraband; checks and signs inmate time sheets; monitors work and shop areas for cleanliness and a safe working environment; directs work crew in cleaning.

10%

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%

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#### SECTION 4. WORKING CONDITIONS

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**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.

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## SECTION 5. GUIDELINES

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**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 and Mechanical blueprints.

**b. How are these guidelines used?**

These guidelines are used to ensure the safe daily operation of the Facility within DOC Rules and compliance with State and Federal Agencies. Multi-State standards set guidelines and operational orders in the administration of the Institution.

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## SECTION 6. WORK CONTACTS

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**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?
Vendors	Phone/ In person	Technical Support/ Purchasing	Daily/Weekly

Other Agencies	Phone/ In person	Tech support	When needed
All depts. Of facility	Phone/ In person	Respond to/ solve problems/ assist in scheduling Maintenance and repair	When needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made as to when either to repair or replace equipment, when to order materials and parts to maintain an inventory for maintenance and repair purposes. The direct effect would be the continued efficient operation of the equipment being serviced.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Maintenance Operation Supervisor	0700331	Phone, In person, Written or email	When needed	Insure work is completed in a timely manor and quality.
Physical Plant Manager	0500406	Phone, In person, Written or email	When needed	Insure work is completed in a timely manor and quality.

## 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  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

