



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
03/13/2015

Agency: Oregon Department of Corrections

Facility: Snake River Correctional Institution

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: Facility Maintenance Specialist b. Classification No: C4012
c. Effective Date: 07/01/1995 d. Position No: _____
e. Working Title: Facility Maintenance Specialist f. Agency No: 29100
g. Section Title: Physical Plant
h. Employee Name: _____
i. Work Location (City – County): Ontario - Malheur
j. Supervisor Name (optional): Tyler Blewett
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.

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.

The Department of Corrections Snake River Correctional Institution is a 538-acre site located in southeastern Oregon 7 miles northwest of Ontario. The 1,025,000 square foot facility valued at

\$217,000,000 houses 3,150 inmates with approximately 890 staff, 90 contractors and 175 volunteers managing and supporting the institution's operation. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the department's mission. The majority of the 1,025,000 square feet of buildings are located within a 103-acre secure perimeter, which contains all but 194 of the 3,150 inmates housed at the institution. The 194 minimum security inmates are housed in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are 3 housing complexes which contain approximately 800 general population inmates each. In addition to the three complexes there are the disciplinary segregation/intensive management unit, which has 432 beds, and a medical services unit that provides 16 infirmary beds.

The daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work must be maintained by the institution. Self-improvement and rehabilitative opportunities for the inmates are provided through academic/vocational education, treatment services, cognitive restructuring skill programs, community-based liaison activities and leisure activities. The mission of the Department of Corrections is to promote public safety by holding offenders accountable for their action and reducing the risk of future criminal behavior. This position exists within the Physical Plant section of SRCI, which is responsible for maintenance of all mechanical, electrical, electronic, heating, refrigeration, painting and physical structure of SRCI.

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:

Performs journey level trades work as described in the following description of duties. 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.

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
10 %	R	E	<p>Performs daily frisk searches, performs routine/frequent area searches, maintains an inventory of controlled items daily, routine custodial responsibility for an inmate work-crew, perform and submits inmate counts and directs inmates outside of the secure perimeter.</p> <p>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 or carpenter.</p>

10 %	R	E	Electrical: Troubleshoot, maintain, and repair existing electrical fixtures and equipment. Replace fuses, lamps and ballasts. Work on existing systems such as measuring, and cutting conduit, cutting and connecting wires to install fixtures to switches, outlets, lighting fixtures and power equipment. Maintain and repair parking lot lights by replacing defective fuses, bulbs, wires, timers and transformers. Adjust and clean electric controls. Install new parts in defective appliances.
15 %	R	E	General Maintenance: The repair and replacement of windows and doors located throughout the Institution. The operation, maintenance and repair of various equipment, including, but not limited to, air compressors, pumps, water heaters, kitchen equipment, and appliances.
10 %	N	E	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 member.
10 %	R	E	Welding: Repairs and maintains metal structures and equipment.
10 %	R	E	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 or painter.
10 %	R	E	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 or licensed plumber.
10 %	R	E	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 %	R	E	Requests/Inventory: 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

5 %

R

E

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; maintains equipment inventory and instructs inmate work crews in performing equipment maintenance as scheduled through the Departments computerized maintenance management system.
Other: Other duties as assigned.

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.

SRCI is a tobacco free facility, tobacco products are prohibited inside state agency building and on state agency grounds.

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.

Staff will be required to submit out counts when they are supervising work crews during count time. Supervision of work crews outside of the secure perimeter may be required on an as needed basis.

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.

Department of Corrections Rules, Procedures, Administrative Directives
SRCI Procedures, Post Orders
State and Federal Law and Codes
Manufacturer's instruction/Repair Manuals
Blueprints
Building Permits
OSHA Safety Codes and Fire Codes

- b. How are these guidelines used?

These guidelines are used to insure that 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?

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

Warehouse Staff	In person/phone/radio	Ordering and parts research	Daily
Security Staff	Phone/in person	Insure security while on the job	Daily
Contractors	Phone/in person	Insure quality control	Occasional
Purchasing Staff	Phone/in person	Obtain priority supplies	Occasional
Vendors	Phone/in person	Ordering/parts research	Occasional
Inmates	In person/in writing	Supervise, train, reply	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Determines extent of repairs and what corrective action to take. Orders replacement parts for equipment and maintains inventory of materials to insure jobs are completed in a timely manner.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Physical Plant Manger	8913103	Through consultation verbally or in writing from persons for whom work is performed.	Daily Weekly As Needed	To monitor performance and to identify and solve problems.
Maintenance & Operations Supervisor	9900027	Through consultation verbally or in writing from persons for whom work is performed.	Daily Weekly As Needed	To monitor performance and to identify and solve problems

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? N/A
 How many employees are supervised through a subordinate supervisor? N/A

- 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

Plans and assigns work to an inmate work crew, responds to grievances, disciplines/rewards, recommends salary adjustments for inmates.

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