



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:**

This position is responsible for ensuring that all Touch Screens, Control Panels, Card Readers, Programmable Logic Controller (PLC), Telephone System, Security Systems including Fence and Microwave, Video Local Area Networks (LAN), Public Address System, Fire System Local Area Network (LAN), and Security Local Area Network (LAN), function as designed. This includes infrastructure and device troubleshooting, touch screen computer set-up and installation, modifying application software and hardware, system software installation and set-up and upgrades. May be called for emergency off hour repair or reprogramming of alarm, camera, voice and data systems to assure institution security is maintained. 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> |

|      |    |   |   |
|------|----|---|---|
| 95%  | NC | E | <p><b>Equipment and Systems:</b> Alter, install, maintain, and repair all manual and computer controlled electronic security and fire alarm systems. Analyze, develop and implement programs to make sure continuous operation of integrated systems is working. Systems include microwave and fence sensor systems, access control systems, touch screens, Programmable Logic Controllers (PLC), Local Area Networks (LAN), intercoms, cardlock systems, closed circuit television monitoring devices, fire/smoke detection, telephone systems and intrusion/duress alarm systems. Perform annual fire sprinkler and smoke head testing in compliance with local and state fire codes. Complete necessary forms to submit to the State Fire Marshal. Program or revise existing programs of computer-based telephone switching systems, digital video recording systems and access control door systems. Program specialized network devices with proper IP addresses and communication protocol for security equipment utilizing the network or dial up devices. Test communication equipment and resolve a variety of network or dial up communication problems. Use digital and analog test instruments to install and evaluate systems. Respond to emergency failures of equipment and systems and troubleshoot and make repairs using technical manuals and wiring diagrams. Conduct diagnostic evaluations of security system equipment. Plan and complete regular inspections and preventative maintenance according to manufacturer's specifications, to assure proper maintenance of all security systems. Assist maintenance staff in troubleshooting, maintenance and repair of locking systems as allowed by electrical license.</p> <p><b>Programming and Component Integration:</b> Review electronic equipment computer programming for problems and effectiveness and make necessary changes. Make computer programming changes to equipment. Research new manual and computer controlled electronic systems and current state-of the-art technology to execute new installations. Integrate new equipment with existing equipment and do adaptation testing.</p> <p><b>Administration:</b> Maintain a technical library of repair manuals for all active equipment, schematics, wiring diagrams, technical bulletins, distributor catalogs, manufacturing catalogs and specification sheets. Prepare monthly reports and manual and computer controlled electronic systems status reports. Develop training material and instruct operating personnel in the proper operational procedures for equipment. Perform and/or lead special projects as requested. Maintain inventory of parts, equipment and supplies.</p> |
| 5%   | NC | E | <p><b>General Duties:</b> Request supplies/repair parts and maintain inventory of materials and supplies. Maintain manufacturers' information on equipment and an inventory of equipment. Assist supervisor in the planning of projects. Secure quotes and prepare estimates. Maintains a current tool inventory. Instruct and train inmates on techniques and procedures in the safe and efficient operation of tools and equipment. Supervise up to 25 inmates in their performance of Physical Plant duties as needed. Transport inmates to and from their work locations, conduct Inmate count and perform regular 20-30 minute shop visual checks. Monitor work and shop areas for cleanliness and a safe working environment. Other duties as assigned. May 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</p>  |
| 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.

**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, Mechanical and piping 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.

**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? |
|-----------------------------|---------------------|----------------------------------|------------|
| Vendors                     | Phone and in person | Technical support and purchasing | Weekly     |
| Other Agencies              | Phone and in person | Technical support                | As needed  |
| All departments of facility | Phone and in person | Respond to and resolve problems  | Daily      |

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

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**SECTION 7. POSITION RELATED DECISION MAKING**

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

Determine nature/extent/urgency of situation and select appropriate course of action prioritizing requests related to electronic security, video, intercom systems. When electronic security systems are not operating properly it creates safety/security issues within the institution for staff, inmates and the general public. Loss of video or telephone equipment can result in delays in staff response times causing security risks.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

| Classification Title              | Position Number | How       | How Often | Purpose of Review                           |
|-----------------------------------|-----------------|-----------|-----------|---|
| Maintenance Operations Supervisor | 0100428         | In person | Daily     | Insure work is completed in a timely manner |
| Principal Executive Manager E     | 9912065         | In person | As needed | Insure work is completed 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? \_\_\_\_\_

How many employees are supervised through a subordinate supervisor? \_\_\_\_\_

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

