



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: | Maintenance & Operations Supervisor | b. Classification No.: | 4046 |
| c. Effective Date: | November 2, 2009 | d. Position No.: | 4130001 |
| e. Working Title: | Maintenance & Operations Supervisor | f. Agency No.: | 291 |
| g. Section Title: | Physical Plant | h. Budget Authorization No.: | |
| i. Employee Name: | | j. Representation Code: | |
| k. Work Location (City-County): | Salem-Marion | | |
| l. Supervisor Name (optional): | Mitchell, Steve | | |
-
- | | | | | |
|--------------|--|---|---|--|
| m. Position: | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Limited duration | <input type="checkbox"/> Academic Year |
| | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Intermittent | <input type="checkbox"/> Job Share |
| n. FLSA | <input type="checkbox"/> Exempt | If Exempt: <input type="checkbox"/> Executive | o. Eligible for Overtime: | <input type="checkbox"/> Yes |
| | <input checked="" type="checkbox"/> Non-Exempt | <input type="checkbox"/> Professional | | <input checked="" type="checkbox"/> No |
| | | <input type="checkbox"/> Administrative | | |

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, and Disciplinary Segregation. 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 Special Management Housing 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
75%	N	E	Assists Physical Plant Manager in developing and implementing short and long term, goals, policies, and operating procedures, tracks, monitors, and projects the Physical Plant budget requirements, develops policy, procedures, and plans scheduled, routine, preventative maintenance; monitors and accounts for inventory of equipment, tools, and supplies; conducts annual physical inventory; acts as liaison to agency staff

			requesting Physical Plant services; determines appropriateness of such requests; determines need for outside contract work, if appropriate; formulates specifications for job and solicits bids; reviews and recommends acceptance of bid to Physical Plant Manager; monitors work of contractor; writes monthly report for Physical Plant work completion, including progress of ongoing projects, overtime costs, and staff training attendance.
5%	N	E	Disposes of worn and obsolete equipment according to DOC guidelines; conducts staff meetings to disseminate information concerning upcoming projects or work assignments; acts as a source for information and as a consultant to staff and service customers in matters relating to the Physical Plant policies or expertise provided. Performs all assigned tasks assigned by the Physical Plant Manager or the assigned representative.
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).
15%	N	E	Monitors and supervises operations at the institution's Water Remediation Site (IRAM); provides supervision for the Physical Plants asbestos and lead programs. Performs the duties of Officer of the Day (OD).
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 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.

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 contaminants 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.

The Maintenance & Operations Supervisor evaluates, prioritizes, and assigns received Work Order/Service Request to the Physical Plant Shops. This process provides direction for work completion in a timely manner. Requests that require the purchase of materials/parts this position evaluates recommendations of shop staff for type, quantity, and source and if necessary makes changes to provide the source and reduce cost of the products. The Maintenance & Operations Supervisor inspects completed work for quality and if necessary makes recommendations for correction. This position schedules work in the various areas of the institution through interaction with section managers. This reduces the interruption of activities in high traffic areas. The Maintenance & Operations Supervisor assists the Physical Plant manager in the forecasts of budget expenditures and the ten year plan for project completions. This provides necessary information for accuracy and research for project costs.

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>
Physical Plant Manager	4310001	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? 11 Through Subordinate Supervisors? 0

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input checked="" 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:

Three years of journey-level trades experience maintaining and repairing buildings or physical plant facilities; **and** one additional year as a trades or maintenance supervisor. An Oregon Drivers License.

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