



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
02/19/2015

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: <u>Grounds Maintenance Work 2</u>	b. Classification No: <u>C4110</u>
c. Effective Date: <u>07/01/1995</u>	d. Position No: <u>9500170</u>
e. Working Title: <u>Grounds Maintenance Work 2</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Physical Plant</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Ontario - Malheur</u>	
j. Supervisor Name (optional): <u>Tyler Blewett</u>	
k. 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	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

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.

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 time activities. 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. 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:

This position exists within the Physical Plant, which is responsible for maintenance of all mechanical, electrical electronic, heating, refrigeration, painting, and physical structures of SRCI. The purpose of the job/position is to maintain the Institution's grounds using inmate work crews, both inside and outside the perimeter fence. Responsible for landscaping, planting and maintaining lawns, shrubs and trees; coordination of the irrigation system, and systematic watering of all plant life.

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
40%	R	E	Performs daily frisk searches, performs routine/frequent area searches, maintains an inventory of tools/controlled items (daily), performs routine custodial responsibility for an inmate work crew, performs and submits inmate counts (routine) and directs inmates outside of the secure perimeter.

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

40%	R	E	<p>Project Design: Design, install, and maintain irrigation and drainage systems which include preparing the plans, specifications and materials lists, ordering parts and equipment, and complete installation according to specifications. Do on-site inspections of work areas to determine landscaping needs. Review and interpret site plans and architectural drawings to determine planting or landscaping needs. Review work plans with supervisors or managers to set priorities and monitor goals and budgets.</p> <p>Turf and Plant Care: Identify and diagnose plant and lawn diseases and administer or oversee the administration of the remedy. Take and test soil samples to determine the need for chemical additives or natural nutrients. Identify areas appropriate for specific plant types and implement planting and landscaping strategy. Mow, edge, aerate and thatch lawns and fields with use of manual and power equipment. Plant, cut, trim, prune, transplant, fertilize, and water lawns, shrubs, bedding plants, ground cover, and trees using hand or power equipment. Eradicate weeds using tillers, line trimmers or herbicides. Mix restricted use pesticides according to manufacturer's instructions. Calibrate equipment and oversee or apply pesticides. Snow removal.</p>
5%	R	E	<p>Equipment Area Maintenance and Checks: Troubleshoot and complete repair and overhaul on tools and equipment. Coordinate services for contracted repair work. Maintain vehicles and power equipment by checking fluid levels, lubricating and cleaning after use. Clean tools and maintain shop cleanliness. Checks out and assigns tools, materials and supplies as necessary to perform daily duties.</p>
5%	R	E	<p>Administrative: Order and maintain stock of readily available materials for landscape work. Complete reporting on pesticide applications. Drive trucks and deliver supplies and operate a variety of equipment.</p>
5%	R	E	<p>Work Assignments and Escorting: Some employees coordinate work flow and assign work. Employees direct workers to follow rules, policies, procedures and security guidelines; instruct and train on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employees evaluate work performance; escort workers from area to area; search work areas for contraband; verify and sign time cards; monitor work area for cleanliness and order; and direct workers in cleaning methods. Employees escort outside contractors and vendors into secure perimeters of facilities.</p>
5%	R	E	<p>Other duties as assigned.</p>

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 buildings and on state agency grounds.

Work is performed in a prison, housing maximum, close, medium and minimum security inmates. The inmates have the potential of becoming angry, hostile, abusive and aggressive which may increase the risk of employees to encounter 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.

SRCI has over 1 million square feet of building space; walking long distances to get to a work station to perform the work will be required.

Maintenance staff will climb ladders, stairs and work off of high roof tops and platforms. The Physical Plant office is only accessible by stairs. Some areas requiring repairs are only accessible via tall ladders. Employee will be required to work in confined spaces and crawl spaces. Daily lifting of tools, supplies and other items weighing 35-40 pounds and occasional lifting of up to 100 pounds is an inherent part of this position. Exposure to loud shop noises, high winds, dust, paint, welding fumes, weed killers, fertilizer sprays and pollens is also a part of the position. Additionally, must be able to work in a production environment which required doing many repetitive projects.

All employees are required to use a computer for electronic e-mail and related inmate work systems in the performance of their regular duties.

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 and Procedures
SRCI Procedures
State & Federal building codes
Oregon Administrative Rules
Computer software and equipment manuals
Manufacturers' instruction/repair books
Building permits
OSHA Safety Codes
Fire Codes
Material Safety Data Sheets
Applicable Federal & State Laws (e.g. Americans with Disabilities Act, OSHA, Hazardous Chemicals)

b. How are these guidelines used?

These guidelines are used as references to provide parameters within which judgments and decisions are made regarding work and program activities; to ensure daily tasks are completed in a safe, legal and correct manner. Equipment manuals and computer manuals are used for references and proper operation of equipment.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Vendors	Person/Phone/Fax	<ul style="list-style-type: none"> Ordering Parts research Escort 	Routine
Other SRCI/DOC Staff	Person/Phone/Fax/Email/ Writing	<ul style="list-style-type: none"> Give/receive information Problem resolution Ensure security while on the job 	Routine
Inmates	Person/Writing	<ul style="list-style-type: none"> Respond to inmate communications Directing work crews 	Daily
Contractors	Person/Phone/Fax/Writing	<ul style="list-style-type: none"> Give/receive information Problem resolution Escorting 	As needed
Purchasing Staff	Person/Phone/Fax	<ul style="list-style-type: none"> Obtain priority supplies 	As needed
Department Heads	Person/Phone/Fax/Email	<ul style="list-style-type: none"> Discussion of approved work orders 	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions likely to be made by this position include: Determines extent of repairs and what corrective action to take. Orders replacement parts for equipment and landscaping supplies. Maintains inventory of materials to insure jobs are completed in a timely manner. Determines water/fertilizer need for institution landscaping. Poor decision could have an adverse impact on the integrity of the Department.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
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? 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

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

General knowledge of:

Horticultural practices, procedures and methods such as planting, pruning, trimming, watering, fertilizing, and spraying a variety of trees, shrubs, flowers, ground covers, and grasses.
Hazards and safety precautions.
Pesticide and fertilizer application.
Integrated pest management practices.
Plant identification, botany, and soil chemistry.
Plant and lawn diseases and remedies.
Irrigation system designs and drainage systems.
Landscape architecture including how to read blueprints and site drawings.
Skill to:
Safely use and maintain the tools and equipment of grounds keeping and landscaping activities.
Performs minor repairs to tools and equipment of trade.
Install and maintain irrigation and sprinkler systems.
Calibrate application equipment and mix restricted use of pesticides.
Apply restricted use of pesticides.
Inspect grounds and interpret site plans and architectural drawings to determine appropriate landscaping needs and design.
Diagnose plant and lawn diseases and recommend an appropriate remedy/solution.
Design irrigation system.
Set job priorities.
Utilize computerized work order system
Prepare reports, maintain records, order parts and take inventory.

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 cursor 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		