**STATE OF OREGON**
**POSITION DESCRIPTION**

**Position Revised Date:**
**9/19/16**

**This position is:**
- ☒ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

**Agency:** Oregon Department of Corrections

**Facility:** TRCI

☐ New ☒ Revised

## SECTION 1. POSITION INFORMATION

| | | | |
|---|---|---|---|
| **a.** Classification Title: | Facility Energy Technician 3 | **b.**Classification No: | C4034 |
| **c.** Effective Date: | | **d.**Position No: | 9712032 |
| **e.** Working Title: | Facility Energy Technician 3 | **f.**Agency No: | 29100 |
| **g.** Section Title: | Physical Plan | **h.**Budget Auth No: | 000747060 |
| **i.** Employee Name: | | **j.**Repr. Code: | AAON |
| **k.** Work Location (City – County): | Umatilla / Umatilla | | |
| **l.** Supervisor Name: | Russ Nichols / Darrell Moss | | |

**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.**

Two Rivers Correctional Institution is a 600,000+ square foot medium-security prison with design capacity, which houses 2066 inmates located in Umatilla, Oregon, including a minimum custody unit located just outside the secured perimeter of the main institution. The purpose of this program is to emphasize program and work activity for its male population. The institution has implemented programs which reduce inmate idleness and/or provide effective transition back into the community. These activities include industries and public service work opportunities, mental health and alcohol/drug treatment, relapse prevention, education, life skills, religious programs, and community service linkage. The medium and minimum units are composed of employees who work within multi-disciplinary components including social services, security, treatment, and other inter-related positions. The prison operations include the overall administration of 451 employees, contractors, and volunteers providing necessary services.

**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 and instructs skilled, semiskilled and unskilled inmates in the operation, maintenance and repair of physical plant systems, equipment and building structures within a correctional institution. Performs trade level trades work as described in the following description of duties.

Use knowledge of pneumatic and electrical/electronic controls to perform skilled work installing, calibrating, repairing and maintaining HVAC control systems, building control systems, and energy management control systems to ensure safe and correct environmental and ecological conditions at Two Rivers Correctional Institution.

## SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with 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 ODOC 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 the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within it's Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers.
All forms of sexual contact and sexual harassment between inmates and employees/volunteers/ contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite

differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

**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 |
|---|---|---|---|
| | | | This position requires the inherent responsibility for security of the institution through direct supervision and control of inmates, including responsibility to: personally handle inmate incidents in the employee's immediate work area, prevent escape through proper control of keys, tools, contraband, pat-down searches of inmate workers and area searches, documenting unusual incidents as they occur.<br><br>Plans and assigns work, respond to grievances, disciplines, recommend hiring for inmate crews. |
| 40% | NC | E | Responds to HVAC systems complaints by inspecting the work site to assess the job requirements; performs troubleshooting of systems; by reading and interpreting control logic diagrams, wiring schematics, and written instructions installs, maintains and repairs pneumatic control systems and components and electrical/electronic control systems; calibrates all environmental temperature, pressure, and humidity controls; diagnoses and introduces custom control actions through application software; as part of the preventive maintenance program checks, adjusts and recalibrate all environmental controls. Performs preventative maintenance on building heating and air conditioning systems. Maintains repairs of these systems. Also performs repairs and preventive maintenance on refrigeration equipment at the Institution. |
| 38% | NC | E | Installs and modifies HVAC systems; performs corrective and preventive maintenance on HVAC systems to maintain correct temperature, humidity, pressure, and volume of systems and the environment; cleans, oils and greases equipment such as: pumps, motors, air compressors and fans; checks and replaces V belts and filters; adjusts dampers, linkages and operators. Responds to trouble calls on heating, air conditioning and refrigeration and makes repairs as necessary to keep systems operational. Contacts warranty vendors when necessary for repairs and makes arrangements. |
| 15% | NC | E | Renovates and upgrades HVAC systems and control systems to accommodate new technology and/or energy conservation; examines existing systems and makes recommendations for renovation; plans and coordinates activities during system shutdown. |

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

| | | | |
|---|---|---|---|
| 7% | | | Prepares job estimates; keeps accurate record of tests, inspections, repairs, and equipment replacement; accepts bids from outside contractors for necessary repairs; maintains parts inventory; obtains bids on parts and supplies; orders parts and supplies; trains other employees on technical information required to perform maintenance on HVAC and control systems; sets priorities for service requests. Keep maintenance records on all heating, air conditioning and refrigeration equipment. Keep inventory of parts for equipment. Initiates request for Purchase for Physical Plant Manager's review and approval.<br>Responsible for key and tool.<br>Other duties as assigned. For institutional need may be required to stay and work past scheduled work hours. |
| 100% | | | |

## 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.**

Position is in the Physical Plant at TRCI. Position requires work in an environment containing dust, grime, odor, fumes, temperature extremes, and high levels of noise. Position requires incumbent to walk, stand, and work while bending and stooping for extended periods. Position requires incumbent to lift and carry heavy objects, move machinery in tight areas, work on ladders, roofs and other high places. The work location varies and there also may be pipe chases, electrical chases, etc. Working conditions in pipe chases may include; poor ventilation, high temperatures, poor lighting conditions, etc.

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 Institution is located in Eastern Oregon and is exposed to temperature extremes and inclement weather. The Institution will have over 6000,000 square feet of building space and be spread out over an 80-acre perimeter, in addition to a minimum facility outside the perimeter. Walking long distances to get to the workstation or perform work will be required. Most inmate housing units are on two levels requiring the use of stairs to reach the second level.

Workers will be required to use Person Protective Equipment (PPE) and safety programs ( Respiratory Protection, etc.) as dictated by the work location.

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

Two Rivers Correctional Institution is tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds.

Travel by state vehicle (employee may be required to provide their own transportation in performance of duties which is compensated within state rates) to attend meetings.

## 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.**

Applicable Federal and State Statutes;
Department of Corrections Rules, Procedures;
TRCI Procedures;
Oregon Revised Statutes;
AFSCME Labor Contract;
Board of Parole and Post-Prison Supervision Administrative Rules;

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

These guidelines are used to ensure the daily tasks are completed in a safe, legal and proper operation. To ensure that all HVAC projects comply with approved safety standards. These guidelines serve as a reference source and provide the necessary knowledge required to work in a correctional facility, defining the scope of employment. Guidelines are used to analyze situations, formulate an opinion, and generate an appropriate response/decision.

## 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? |
|---|---|---|---|
| *Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".* | | | |
| Phys. Plant Manager | In Person/Phone | Receive assignments/review work | Daily |
| Asst. Phys. Plant Mgr. | In Person/Phone | Receive assignments/review work | Daily |
| Security Staff | In Person/Phone | Ensure surety while on the job | Routine |
| Contractors | In Person/Phone | Ensure quality control | Occasional |
| Purchasing Staff | In Person/Phone | Work with orders | Occasional |
| Vendors | In Person/Phone | Parts research | Routine |
| DOC personnel/officials | In-Person / phone / E-Mail | Coordinate work efforts, discuss work orders | As needed |
| Inmates | In-person | To give direction related to HVAC | Daily |
| | | | |

## SECTION 7. POSITION RELATED DECISION MAKING

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

Determine replacement parts for equipment and maintain inventory of materials to ensure jobs are completed in a timely manner. Recommends alternate systems or machinery to use in case of major components or systems failure. May shut down systems that are in immediate danger to life, health or property.

Employees in this position must exercise creativity and experienced judgment in extending traditional techniques or developing new ones in order to solve novel or obscure problems. The recognition of the relationship of problems and practices of related fields either to solve the problems or refer it to the appropriate source is a major asset to the trouble shooting aspect of this position.

This position makes the day-to-day decisions that are required to accomplish assigned tasks.
This position instructs and directs inmates as assigned as assistants in the completion of assignments.

Decisions regarding priority of maintenance work order requests and decisions to inventory of spare replacement parts; quantity, type and frequency of repair or replacement of such items. Accountability to Trades Maintenance Supervisor II regarding inventory costs, time to obtain replacement parts, etc.

Decisions made by this position are a direct reflection on the Physical Plant Management and his/her policies, directives, opinions, and administration of the Institution.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|---|---|---|---|---|
| *Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".* | | | | |
| Principal Exec. Manager E / Physical Plant Manager | 9712028 | In person | Daily/Weekly | Ensure work is complete and all policies are being followed and safety practices adhered to |
| Physical Plant Ass't Mgr | 9902321 | In person | Daily/Weekly | Ensure work is complete and all policies are being followed and safety practices adhered to. |

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

**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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

The employee must possess the ability to work independently with little or no supervision, prioritize work assignments and ensure timely completion. Compose and formulate correspondence, reports, and other written documentation as required; exercise good judgment in decision making; interact well with co-workers, supervisors and inmates, promoting harmonious working relationships with other Sections.

Additionally, the employee possesses a thorough knowledge and understanding of all Department of Corrections Rules and Procedures, TRCI Procedures, and Administrative Directives. The employee is required to attend, participate, and successfully complete all training as assigned, including annual In-Service Training, any job-related course, etc

This position is required to maintain a valid Universal Refrigerant Handling License/Certification. DOC agrees to reimburse staff member for the cost of license and the upkeep training that is required to keep the license/certification active.

This position is required to maintain a valid LME (Limited Maintenance Electrician) License. DOC agrees to reimburse staff member for the cost of the license and the upkeep training that is required to keep the certification active

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

| Operating Area | Biennial Amount ($00000.00) | Fund Type |
|---|---|---|
| ***Note:*** *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".* | | |
| | | |

## 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 | | |