



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
03/12/2015

Agency: Oregon Department of Corrections

Facility: Snake River Correctional Institution

[] New [X] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Painter
b. Classification No: C4001
c. Effective Date: 07/01/1999
d. Position No: 9702445
e. Working Title: Painter
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: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [] Job Share
l. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
m. 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.

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:

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
55%	R	E	<p>Performs daily frisk searches, performs routine/frequent area searches, maintains an inventory of tools and controlled items daily, routine custodial responsibility for an inmate work-crew, performs, submits routine inmate counts and directs inmates outside of the secure perimeter.</p> <p>Paint-Construction/Maintenance: Performs work site inspection to ensure proper equipment is used. Scrape, clean, patch, tape and coat drywall surfaces. Sand and/or power wash surfaces of interior and exterior walls, floors, ceiling, furniture, cabinets, woodwork, parking lots and equipment. Fills cracks, nail holes and dents, makes simple repairs to furniture, woodwork and cabinets prior to starting refinishing work. Perform routine preservation of buildings and structures as assigned.</p>

40%

R

E

Ensures proper disposal of paint products and materials, as required in accordance with environmental rules and regulations.

Equipment Maintenance/Inventory: Performs inventories to ensure sufficient materials are on hand to perform work. Maintain, adjust and repair equipment and machines used in building and system operations and maintenance.

Maintains equipment inventory and instructs inmate work crew in performing equipment maintenance as scheduled through the Departments computerized maintenance management system.

Train unskilled and semi-skilled inmates to perform the various jobs in a safe and professional manner. Instruct inmate workers in job hazards that could be encountered in the shop and on the worksite.

5%

R

E

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
- Manufacture's instruction/Repair Manuals
- Blue Prints
- Building Permits
- OROSHA Safety Codes and Fire Codes

b. How are these guidelines used?

Provide specific criteria to ensure that work performed meets departmental and agency standards.

These guidelines are used to ensure 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
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 ensure 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
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

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? 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 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



Oregon Department of Corrections Advertising Request Form

Ad Request #

Requested By: Tyler Blewett	Phone: 541-881-5401
Cost Center For Billing Purposes: 80908100	Maximum Cost for Advertising: \$1500

Position Information:

Class Title: Painter

Working Title: Painter

Facility: Snake River Correctional Institution

Work Unit: General Services - Physical Plant

Number of Positions: 1

Position Type: Full-Time Part -Time

Availability: Permanent Temporary

List any special skills required that are beyond the minimum qualifications of this position:

- Job Preparation**
Inspect work site for proper equipment; move furniture away from work site. May determine and requisition appropriate coating materials and equipment and compute work time needed to complete the job. May schedule the job; erect and dismantle scaffolding, swing stages, boatswain chairs. Mask and cover protected work areas.
- Surface Preparation**
Scrape, clean, patch, tape and coat dry wall. Sand and/or power wash surfaces of interior and exterior walls, floors, ceilings, furniture, cabinets, woodwork, parking lots, vehicles or equipment. Fill cracks, plasterboard joints, nail holes, dents and pores. Caulk, waterproof, recoat roofs, repair leaks, and replace ceiling tile. Make repairs to fiberglass sinks and troughs. Make simple repairs to furniture, woodwork and cabinets prior to starting refinishing work.
- Coating Materials Preparation**
Select and mix coating materials and universal colors, add thinners and driers in order to produce desired color, quality of coating materials, drying time and optimum reflection of light. Match existing colors to prevent repainting of entire surface.
- Application of Coating Materials**
Apply coating materials such as oil base and water base paints, varnish, lacquer, epoxy, sealers, undercoatings and primers, by brush, roller, and/or sprayer. May stencil, silkscreen or freehand the painting of signs and graphics.
- Clean, Service and Repair Equipment**
Clean and check paint sprayer valves. Add oil to correct levels in the pumps. Repair packing or needle valve assemblies. Wash and clean brushes and rollers.

6. Miscellaneous

Order and stock supplies. Record and submit accurate account of time and materials on work orders and time slips. Hang wallpaper. Operate paint mixers, drills, compression generators, band saws, and other hand tools.

The duties listed below are for positions that work with adult or your inmate workers:

Some employees coordinate work flow and assign work to adult or youth inmate workers. Employees direct inmates to follow rules, policies, procedures and security guidelines; instruct and train inmates on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employees evaluate inmate work performance; search inmates and area for contraband; verify and sign inmate time cards; monitor work area for cleanliness and order; and direct inmates in cleaning methods.

Recruitment use only - Announcement #:

Close Date:

Advertising:

Specify Advertising:

Oregonian East Oregonian Statesman Journal Craigslist

Other Papers: Argus Observer (Ontario, OR) / Idaho Statesman (Boise, ID)

Other Internet Sites:

Duration of Ad: Until Close

Recruitment unit to determine advertising strategy.