

SALARY: \$5,632.00 - \$6,375.00 Monthly

OPENING DATE: 10/12/21

CLOSING DATE: 11/07/21 11:59 PM

DESCRIPTION:



MAINTENANCE MECHANIC 4
Clallam Bay Corrections Center (CBCC)
Full-time - Permanent Position Available

The Department of Corrections is seeking a highly motivated and qualified individual for the Maintenance Mechanic 4 position at Clallam Bay Corrections Center.

Clallam Bay Corrections Center is a 900 bed male facility located on the point of the Olympic Peninsula. It is 50 miles west of Port Angeles and looks out over the Strait of Juan de Fuca at Vancouver Island. This facility houses medium and close custody offenders. CBCC also operates an Intensive Management Unit.

Whether the work is inside a prison, in community corrections, or in an administrative office, the Washington State Department of Corrections professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society.

DUTIES:

The duties of the Maintenance Mechanic 4 include, but are not limited to:

- Directing, supervising, training, instructing, and enforcing safety rules and regulations with a crew of 3 to 10 incarcerated individual workers in the following areas: in the maintenance, repair, and modifications to buildings, mechanical equipment, machinery, utilities, and facilities, including laundry, kitchen, medical facility, air-conditioning, power plant, and heavy construction equipment throughout the institution.
- Completing and supervising in the expert level repair and fabrication of equipment, steam systems, HVAC systems, plumbing and small appliances.
- Inspecting and determining scope of work and materials needed.
- Determining parts needed, their availability and ordering materials. Maintaining material inventory.
- Reading plans and blueprints, inspecting projects to ensure proper completion and compliance with local codes, while supervising an incarcerated individual crew in the performance of preventative maintenance tasks.
- Inspecting facility mechanical equipment, machinery, plumbing systems, and specific apparatuses to determine the need for repair or maintenance.
- Providing daily documentation of work performed including necessary records of incarcerated individuals' hours, performance, and safety training.
- Demonstrating proper use of all shop tools and small hand for use by the incarcerated individuals and maintaining the documentation in each supervisory file.

QUALIFICATIONS:

REQUIRED:

High School Diploma or Equivalent

AND

Valid Driver's License

AND

Two years of journey level experience in one of the mechanical trades.

PREFERRED:

Four years of journey level experience in the erection and/or maintenance of structural steel towers.

SUPPLEMENTAL INFORMATION:

Vision: *Working together for safer communities.*

Mission: *Improving public safety by positively changing lives.*

Our Commitment: *To operate a safe and humane corrections system and partner with others to transform lives for a better Washington.*

DOC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran, veteran status, genetic information, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

COVID 19 Vaccination Requirement

Pursuant to [Emergency Proclamation 21-14](#), all Washington State executive branch employees, on-site contractors, and volunteers must be fully vaccinated against COVID-19 by October 18th, 2021. As a condition of employment, the successful candidate will be required to provide proof of their COVID-19 Vaccination as part of the hire process for all positions within our agency. If you have questions about this requirement, please contact the recruiter listed in the supplemental information section at the end of the job announcement.

IMPORTANT NOTES:

- Please include a minimum of three (3) professional references with your application. A professional reference is defined as an individual who has been paid to supervise your work and can attest to your work performance, technical skills, and job competencies. If you do not have any or sufficient professional references, please include non-related professionals, such as educators or other professional associates. ****Please note: *Phone number AND email address are required for all professional references.***
- A background check including criminal record history will be conducted prior to a new hire. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.
- Employees may work directly with or near incarcerated individuals in a potentially hazardous setting. Please consider this when deciding whether to apply.
- We are committed to maintaining a drug and alcohol-free work environment, and our employees are expected to comply with all state and federal laws. A pre-employment drug test may be administered as part of the selection process, and applicants who test positive for any controlled substances, will be disqualified from consideration.
- Oleoresin Capsicum (OC) is an aerosol pepper spray made available as a means of self-defense and/or de-escalation. Applicants with sensitivities or allergies are encouraged to ask about the level of exposure they could expect in this position.
- Animal care projects are a common component of most Washington State prisons, including dog and cat programs. Applicants with animal sensitivities or allergies are encouraged to ask about the level of exposure they could expect in this position.
- Tuberculosis (TB) is a priority health issue for DOC employees. The successful candidate may be required to provide valid proof of a baseline TB skin test within 60 days from the **date of hire**. When positive tests result, further information, testing and treatment will also be required. Employment is not contingent upon test results.
- This position may be represented by a bargaining unit.

What We Offer:

As an employee of the Department of Corrections, your work-life integration is a priority.

Washington State employees are offered one of the most inclusive and competitive benefits packages in the nation. Besides comprehensive family insurance for medical, dental, and vision, these perks also may include:

- Remote/telework/flexible schedules (depending on position)
- Up to 25 paid vacations days a year
- 8 hours of paid sick leave per month

- 11 paid holidays a year (12 in 2022 for Juneteenth)
- Generous retirement plan
- Flex Spending Accounts
- Dependent Care Assistance
- Deferred Compensation and so much more!

For questions about this recruitment, or to request reasonable accommodation in the application process, please email kassidy.coburn@doc.wa.gov or call us at (360) 203-1219 or (360) 640-0593. **For TTY service, please call the Washington Relay Service at 7-1-1 or 1-800-833-6388.**

Maintenance Mechanic 4 Supplemental Questionnaire

- * 1. Do you have a High School Diploma or Equivalent?
 - Yes
 - No
- * 2. Do you have a Valid Driver's License?
 - Yes
 - No
- * 3. Do you have two years of journey level experience in one of the mechanical trades?
 - Yes
 - No
- * 4. How many months of journey level experience in the erection and/or maintenance of structural steel towers do you have?
 - 0-11 months
 - 12-23 months
 - 24-35 months
 - 36-47 months
 - 48 months or more
- * 5. Which of the following best describes your experience instructing others in the use of tools and specialized equipment ensuring all safety and security procedures are followed?
 - 0-11 months
 - 12-23 months
 - 24-35 months
 - 36 months or more
- * 6. How many months of experience do you have working in carpentry?
 - 0-11 months
 - 12-23 months
 - 24-35 months
 - 36 months or more
- * 7. Which of the following best describes your experience inspecting facility mechanical equipment, machinery, systems, and specific apparatus to determine the need for repair and/or maintenance?
 - 0-11 months
 - 12-23 months
 - 24-35 months
 - 36 months or more
- * 8. Which of the following best describes your experience conducting a preventative maintenance program for machinery and equipment?
 - 0-11 months
 - 12-23 months
 - 24-35 months
 - 36 months or more
- * 9. Which of the following best describes your experience directing and supervising others to ensure timely completion of projects?
 - 0-11 months
 - 12-23 months
 - 24-35 months
 - 36 months or more
- * Required Question