

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-216-6594-VAR		MCR / HCR 1/D	
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/PLANT OPERATIONS		CLASSIFICATION TITLE PLUMBER II, CF			
		WORKING TITLE PLUMBER II			
		TIME BASE / TENURE PERMANENT/ FULL TIME	CBID R12	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION WASCO		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Plumber II performs at the full journey level and may prepare lists of materials and supplies; estimate job costs; lay out a job; and lead the work of craftspeople or helpers. Responsible to make rough sketches and estimate labor and materials for minor plumbing installation and repair; advise on selection, ordering and storage of plumbing supplies and equipment; consult with other tradespeople; keep simple records and make reports; and instruct and lead unskilled assistants. Wasco State Prison-Reception Center, Plant Operations, Building Trades section, normal work shift is 0800-1600 hours, Monday through Friday. Lunch is taken on the job. All personnel may be required to work overtime, are subject to call backs, work holidays/weekends as the need of Wasco State Prison-Reception Center dictates.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Supervisor of Building Trades, the Plumber II is responsible to install, maintain, inspect, and repair standard plumbing equipment concerned with water, gas, oil, sewage, and fire control. The Plumber II will troubleshoot plumbing systems; install and repair pumps, and maintain a plumbing shop.					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.				
40%	The Plumber II works with the Plumber III and an inmate crew in laying out and directing work for new construction, assists with installing, maintaining, inspecting and repairing of standard plumbing equipment used in water, gas, oil, sewage and fire control. Prepares working sketches and estimates for plumbing repairs and projects. Provides services as needed in the Correctional Treatment Center (CTC). Performs facility maintenance as required to maintain the CTC in good repair and working order as required under 22CCR, 79819 through 79861.				
30%	Order and maintain necessary materials and supplies to support the continuing upkeep and preventive maintenance program on mechanical equipment, building repairs, inventory and issuing, justifications for new tools and equipment purchases. Responsible for Inmate work reports, record keeping on equipment, Inmate time keeping, preparing estimates of minor projects, materials and labor.				

25%	Hold regularly scheduled Safety Meetings with staff and Inmates, review the safety procedures, safe working practices and job related precautions. Insure proper storage and handling of all hazardous and toxic materials. Insure that all security procedures are followed, maintain order, prevent escapes and injuries, maintains security of all working areas, and working materials. Conduct regular shop searches. Use proper tool and key control.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend all IST classes as required to meet annual requirements, and any other IST or safety meetings as directed.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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