

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-6713-001		MCR / HCR
DIVISION / UNIT Business Services Division Plant Operations Department – Central Energy Plant, 1 st Watch		CLASSIFICATION TITLE Stationary Engineer, CF		
		WORKING TITLE Stationary Engineer, CF		
		TIME BASE / TENURE	CBID	WWG
LOCATION Plant Operations	REVISION DATE 11/1/2024	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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

Under general direction, to perform a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a State correctional facility in the Department of Corrections or Department of the Youth Authority; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients and protect and maintain the safety of persons and property; may instruct, or lead incarcerated individuals, wards, patients, or resident workers; may instruct, or lead other engineers; and do other related work.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Chief Engineer, provides services for the maintenance and operation of the institution's Central Energy Plant. Your scheduled work hours are 2300 hours to 0700 hours, Thursday through Monday. Your regular days off are Tuesday and Wednesday. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. During the rest periods you are not to leave the job site, unless directed differently by your supervisor. Incarcerated individual's workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated. Duties include but are not limited to the following:

% 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.
35%	Operate and maintain turbine generator, package boiler, emergency generator, duct burner, soft water system, reverse osmosis system, feed water system, steam system, return condensate system, Heated Hot Water system, fuel oil system, natural gas system, chemical injection system, switch gear system, and all related equipment such as valves, pumps, motors, controllers, actuators, gauges, heat exchangers, air compressors, switches, tanks, and water analysis.
35%	Perform preventive maintenance on all equipment stated under operation and maintenance. Take hourly readings on all systems and make adjustment as needed. Maintain logbook with accurate information. Log all changes, discrepancies, and equipment status. Exercise safety precautions at all times.

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25%	<p>Keep records and make reports, inspect premises for contraband such as weapons and illegal drugs, maintain housekeeping throughout the Central Energy Plant Compound. Follow all key and tool control procedures. Prepare incarcerated individuals work reports, maintain timekeeping records, search incarcerated individual’s and work sites for contraband, maintain incarcerated individual’s accountability, maintain security programs, provide safety training and enforce safety regulations, complete assignments in energy conservation programs; maintain accurate incarcerated individuals timecard procedures. If incarcerated individuals fail to report to work, you will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual’s location. You will conduct random and unscheduled inspections of incarcerated individuals work areas for potential escape material and contraband. In the event you are required to work overtime or at the outside areas, a positive count will be required.</p>
05%	<p>Participate in appropriate In-Service Training.</p> <p>This position has direct and primary supervision of incarcerated individual’s workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If incarcerated individuals fail to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual’s location. The incumbent will conduct random and unscheduled inspections of incarcerated individuals work areas for potential escape material and contraband. In the event the incumbent is required to work overtime or in outside areas, a positive count will be required. When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work.</p> <p>In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended.</p>

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated population, 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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