

**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) 030-216-6941-001		MCR / HCR 1
DIVISION / UNIT  Business Services, Plant Operations – A Yard		CLASSIFICATION TITLE Maintenance Mechanic, CF		
		WORKING TITLE Maintenance Mechanic, CF		
		TIME BASE / TENURE	CBID R12	WWG 2
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**

Under general direction, in a State correctional facility in the Department of Corrections or Department of the Youth Authority, to perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead or supervise incarcerated individuals, wards or resident workers; and do other related work.

Positions in this class require the independent performance of a wide variety of skilled maintenance tasks. Technical supervision is rarely available. Positions generally exist at small correctional facilities where technical supervision is rarely available.

**GENERAL STATEMENT**

Under the direction of the Supervisor of Building Trades, staff will have the primary responsibility for a specified yard and all areas associated with that yard. This journey level position performs miscellaneous skilled work in the maintenance, alteration, and repairs of buildings and mechanical systems; inspects, maintains, and repairs plumbing, heating, and water and sewer systems; performs electrical maintenance and repair work; and prepares plans, layouts, estimates costs of electrical and mechanical systems; and instructs, lead and supervise incarcerated individuals. Due to institutional need, staff may be redirected to maintain or repair other buildings and structures throughout the institution.

Your scheduled work hours are 0730 hours to 1530 hours Monday through Friday with Saturday, Sunday and Holidays off. 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.
40%	Perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems; inspects, maintains, and repairs plumbing, heating, and water and sewer systems; performs electrical

**030-216-6941-300**

	<p>maintenance and repair work; and prepares plans, layouts, and estimates costs of electrical and mechanical systems; and instructs, lead and supervise inmates.</p>
40%	<p>Prepare purchase requests, receive supplies, maintain inventories and their records; perform tool control procedures; perform materials and chemical procedures; ; maintain incarcerated individuals timekeeping records; prepare incarcerated individuals work reports; maintain incarcerated individuals accountability; maintain security programs; and provide safety training and enforce safety regulations.</p>
20%	<p>Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs. Attend annual In-Service Training classes, obtain On-Job training, and attend mandatory safety 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. 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

**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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