

DUTY STATEMENT



1. Institution/Division/Office: CSP-SOLANO/OPERATIONS/CALPIA		2. Unit/Industry/Enterprise: Maintenance & Repair	
3. Classification Title: Industrial Supervisor, P.I. (Maintenance & Repair)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 075-451-7215-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Prison Industries Superintendent II (Maintenance & Repair), this position is responsible for supervising an incarcerated individual crew in the CALPIA Maintenance & Repair program and for performing minor repairs on equipment throughout the CALPIA enterprises at Solano State Prison. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities. 4/10/40 work schedule and some overtime may be required.			
8. Work Schedule: Monday - Thursday 0600-1600, RDO Friday-Sunday			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
30%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Supervises and instructs incarcerated individual work crews in safe and proper maintenance and repair duties in an assigned office, building, or area of a correctional institution; selects, trains and counsels' incarcerated individuals in maintenance and repair work; plans and schedules necessary labor, materials and assignments and prioritizes work assignments; inputs data for the Industry Employment Program. Performs routine scheduled maintenance and repairs to mobile equipment as needed. May work independently in the performance of assigned tasks.</p>	
25%		Records type and cost of maintenance or repair work; maintain tool and key control per department and institutional procedures; maintains accurate incarcerated individual counts; controls the use and storage of all materials used to perform work; enforces the guidelines of the Health & Safety Program and ensures work meets guidelines. Maintains accurate incarcerated individual work incentive and timekeeping records. Evaluates and documents incarcerated individuals' performance.	
20%		Prepares and maintains the control and inventory of tools, volatile substances and shop machinery used daily in the service and repair of all equipment; prepares written reports, documents, and maintains records and files as required by CALPIA and the CDCR.	
10%		Prepares and assists with incarcerated individual time cards and incarcerated individual performance reports. Ensure the worker pay plan is followed; approve assignments and pay increases; review staffing and worker concerns, complaints, performance standards, and alike reports	
10%		Maintains proper discipline and security within working areas. Performs duties of transporting incarcerated individual workers to and from their living quarters or designated areas.	
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<p>9. Percentage (%) of time performing duties:</p> <p style="text-align: center;">5%</p>	<p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>Keeps appraised of new developments and techniques in equipment maintenance. Attends In-Service training classes provided by the institution. Keeps appraised of institution and department rules and regulations.</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>Incumbents maintain order and supervise the conduct and work perform or persons assigned to work in a California Prison Industry Authority enterprise or programs; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs.</p>
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11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:

PRINT EMPLOYEE NAME: Vacant	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Martin Aguilar	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: KS 8/15/24		