

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) 030-216-6471-401		MCR / HCR 1
DIVISION / UNIT Business Services Division Plant Operations Department		CLASSIFICATION TITLE Carpenter III (CF)		
		WORKING TITLE Carpenter III (CF) / M Yard		
		TIME BASE / TENURE R12	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 1/22/2024	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

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.

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

Positions in this series may instruct, lead or supervise incarcerated persons, wards, residents or patients of the Department of Corrections or the Department of Youth Authority; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated persons for contraband, such as weapons or illegal drugs. These classifications are subject to safety retirement.

There is a parallel classification series of Carpenter, which is utilized by State agencies other than the Department of Corrections or the Department of the Youth Authority

This is the lead worker level. Incumbents plan, lay out, lead and inspect the work of a crew of carpenters and other workers engaged in construction and repair work; advise in the selection of building materials; requisition building materials and supplies; see that work is carried out according to plans and specifications and is properly correlated with other trades; inspects scaffolding and falsework and sees that safety regulations are followed.

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

Under the direction of the Supervisor of Building Trades, and or Chief Engineer staff will have the primary responsibility for the maintenance and repair of the institution's buildings and structures on M Yard and all areas outside the secure perimeter. 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. Inmate workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated. The Carpenter III is responsible for the following activities on a facility-wide basis:

030-216-6471-401

% 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.
25%	Plan, layout, develop a job schedule when necessary, direct and inspect the work of the Carpenter II's and inmate helpers engaged in carpentry projects and repair work. Advise in the selection and requisition of carpentry materials, and supervise the storage of these materials and the care and maintenance of equipment.
25%	Maintains a Carpentry Shop and responds to carpentry-related work orders. Examples include repairing walls, doors, wooden furniture, building cabinets, counters, shelves, and other similar items; maintaining the building and structures in the area of carpentry, installing signs and bulletins boards and ceramic tile & Medintech flooring, ceiling tiles, drywall and concrete as required.
15%	Perform Preventive Maintenance on roofs, doors, ramps, handrails, and wooden fences.
15%	Implement Injury Illness Prevention Plan, hold weekly safety meeting with incarcerated persons. Instruct staff and incarcerated persons in the proper use of tools and code of safe practices, maintain perpetual inventories, prepare for audits and keep records of safety, material costs and draw sketches or read plans.
15%	Search incarcerated persons and work sites for contraband, maintain inmate accountability programs, provide safety training, and enforce safety regulations. In addition to holding work cards and calling in the out count, assign work and review performance, offer counseling regarding substandard performance, write 115's as required, submit time cards and pay sheets. If an incarcerated person fail to report to work, you will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the inmate's location. You will conduct random and unscheduled inspections of inmate 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.
05%	Participate in appropriate In-Service Training. Perform other related duties as required. When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated persons. 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 work place from outside of the institution. All office doors and confidential storage areas are to be locked when unattended..

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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