

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-216-6713-001		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE STATIONARY ENGINEER, CF		
		WORKING TITLE Stationary Engineer- Boiler House		
		TIME BASE / TENURE Full-Time/Permanent	CBID R13	WWG 2
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 07/01/2022
CDCR'S 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.				
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 High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> 1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs. 				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Chief Engineer I, or in their absence, Correctional Plant Supervisor, the Stationary Engineer, performs a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilation, lighting, power, water, water treatment, and other mechanical systems normally found in a state hospital, institution, large office building, or complex of buildings. May supervise inmate workers and do other related work. As an inmate supervisor you are required to follow institutional policy for monitoring the work and performance of inmates which includes responsibility for supervising, including count procedures. This position is responsible for performing the work with or without inmates or other staff.				
% 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%	ESSENTIAL FUNCTIONS Operate, maintain, and repair steam boilers, heaters, pumps, valves, appurtenances, and lines used in the distribution of steam and heated or processed water. Operate, repair, and maintain refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures. Operate, maintain and repair air compressors, together with distribution line and all valves and devices for air control. Operate, maintain, and repair all natural and manufactured gas distribution lines, including all valves and control devices. Operate, repair, and maintain water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water lines. Operate, repair and maintain all types of motors and engines used to power pumps, compressors, and fans. Repair and maintain single-phase and multi-phase electrical circuits up to 550 volts. Repair and maintain electrical transformers, motors, controls, machinery, fixtures, and appliances. Repair and maintain electronic systems such as clocks, closed circuit television, automatic alarm systems, security systems, energy management systems, equal potential grounding and automatic power transfers. Calibrate control systems, including air balance, humidistats, and solid-state electronic motor control amplifiers. Operate, maintain and repair water and sewage systems, laundry and culinary equipment. Inspect and troubleshoot electrical and mechanical systems and equipment to identify repairs needed. Perform minor building maintenance and repair and respond to emergency situations.			

25%	<p>Document all work completed or in progress on a Preventative Maintenance (PM) work order or a demand work order. Prepare and submit daily report for all work completed. Maintain inventories. Follow CDCR and institution tool control policies and procedures. Complete tool inventory at the beginning, middle, and end of each shift, for all tools used and unused. Follow CDCR and institutional policies and procedures regarding Hazardous Materials handling, use and storage. Maintain a Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) as well as a perpetual inventory for every chemical on-hand on a daily basis.</p>
15%	<p>Maintain order and supervise the conduct of skilled and unskilled persons committed to the Department of Corrections and Rehabilitation. Prevent escapes and injury by these persons to themselves, to others or to property. Maintain security of working areas and work materials. Inspect premises and search inmates for contraband such as weapons or illegal drugs. Ensure inmates receive documented weekly safety training. Ensure inmates are trained prior to performing assigned tasks. Ensure assigned inmate workers follow the CDCR and institution Tool Control policies and procedures. Ensure inmate workers follow the CDCR and institutional policies and procedures regarding Hazardous Materials handling, use, storage, safety procedures and Safety Data Sheets (SDS) for all chemicals maintained in the work place. Ensure CDCR and institutional inmate pay procedures are followed. Maintain inmate timekeeping records using SOMS. Prepare inmate work reports, maintains order and supervises the conduct of inmates. Conduct weekly, unscheduled inspections of the inmate work areas to check for: escape material, weapons, and contraband. Maintain a logbook to reflect dates and times of inspections.</p>
15%	<p>Prepare Purchase Requisition (PR) packages for non-stocked parts, supplies and equipment. Prepare supply requisitions for stocked supplies stored in the Maintenance Warehouse. Receive supplies and maintain minimum stock levels in shop.</p>
5%	<p>Plan, layout, and estimate costs of electrical, mechanical, and electronic systems. Calculate systems requirements to provide estimates for modification or replacement of systems. Assist Chief Engineer I CF, with project cost estimates for the preparation of Section Six proposals, Special Repair Project (SRP), A & E requests, and Major and Minor Capital Outlay Budget Change Proposals (COBCP).</p>
5%	<p>Maintain safety consciousness and awareness with specific attention to factors such as:</p> <ol style="list-style-type: none">1. Telephone numbers to dial in emergency situations.2. Location of the nearest fire extinguishers at locations where you spend most of your time.3. The need to correct or report any safety hazards you observe. Use common sense in resolving safety problems.4. Tool Control Policies regarding inventory requirements as well as lost tool reporting requirements.5. Knowledge and enforcement of the Heat Risk and Suicide Prevention Plans for inmates.6. Staff must perform on a daily basis, frequent, unannounced, random checks of inmate areas to identify any security risks and deter sexual misconduct.
<p>MARGINAL FUNCTIONS 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 Weekly Safety Training, attend staff meetings as scheduled, attend annual In-Service-Training (IST) courses, attend mandatory IST courses as scheduled, complete and document Weekly Shop Inspections. Other related work assigned as appropriate.</p>	

Knowledge and Abilities:

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Knowledge of: Boiler and auxiliary boiler room equipment; heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment; the methods, tools, materials, and equipment used in the operation, maintenance, and repair of such equipment.

Ability to: Follow oral and written directions; demonstrates mechanical ability; keep accurate records; install, operate and make repairs to the various types of equipment listed above in the knowledge requirements; make written reports, read, interpret, and work from plans, drawings and specifications; lay out work for others and direct them in this work; analyze situations accurately and take effective action.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

INMATE SUPERVISORY RESPONSIBILITIES: When inmate labor is utilized, the Stationary Engineer is responsible for supervising inmate conduct, maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

EITHER I

Completion of a recognized apprenticeship for Stationary Engineers. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.)

OR II

Four years of experience performing the duties which included the operation, maintenance, and repair of boiler, heating, refrigeration, ventilation, and power equipment of large commercial, industrial, or institutional buildings including the operation and maintenance of air conditioning systems involving the use of automatic controls and installations of the equipment.

Education: Completion of 700 hours of formalized technical instruction relating to Stationary Engineering in training offered by such established programs as: Job Corps; Skill Centers; ROP, Trades Schools; Military, and JTPA (Joint Training Partnership Act). (An Associate of Arts or Certificate in Mechanical Electrical Technology, which must have included at least 12 semester units of instruction in heating, ventilation, and refrigeration systems involving the use of automatic controls may be substituted for the 700 hours of technical instruction.) Students who are within 6 months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment.

Two years of additional qualifying experience may be substituted for the required education.

LANGUAGE SKILLS: The Stationary Engineer must have the ability to communicate effectively both orally and in written form, as well as read and interpret documents such as safety regulations, departmental policies and procedures, equipment operating instructions, and technical manuals.

MATHEMATICAL SKILLS: The Stationary Engineer must be able to apply basic math skills to solve problems such as determining the number of cubic feet in a room or building, calculating the required number of air changes, or the quantity of fluid contained in a cylinder or container.

REASONING ABILITY: Must possess the ability to evaluate situations accurately and take appropriate corrective action. The Stationary Engineer must be able to follow oral and written instructions, as well as be able to read and interpret blueprints and technical drawings (schematics). Must also possess the ability to plan layouts and estimate costs of electrical, mechanical, and electronic systems; requisition parts, supplies and equipment; and calculate systems requirements to provide estimates for modification or replacement of systems. Leads and trains subordinate and less senior personnel, and advises them of unusual problems, procedures, and practices.

CERTIFICATES, LICENSES, REGISTRATIONS: EPA 608 Certificate for Refrigerant Recovery

OTHER SKILLS AND ABILITIES: Operates, maintains, and repairs boilers, heaters, pumps, valves, appurtenances, and lines used in the distribution of steam and heated or processed water; operates, repairs and maintains refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures; operates, maintains and repairs air compressors, together with distribution lines and all valves and devices for air control; operates, maintains and repairs air compressors, together with distribution lines and all valves and devices for air control; operates, maintains and repairs, and maintains water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water lines; operates, repairs and maintains all types of motors and engines used to power pumps, compressors and fans; repairs and maintains single phase and multiphase electrical circuits up to 550 volts; repairs and maintains electrical transformers, motors, controls, machinery, fixtures, appliances and elevators; repairs and maintains electronic systems such as clocks, closed circuit television, automatic alarm systems, security systems, energy management systems, equal potential grounding and automatic power transfers; calibrates control systems for air conditioning, refrigeration, heating and ventilation systems, including air balance, humidistats and solid state electronic motor control amplifiers; operates, maintains and repairs water and sewage systems, laundry, bakery and culinary equipment; inspects and trouble shoots electrical and mechanical systems and equipment to identify repairs needed; and performs minor building maintenance and repair.

OTHER QUALIFICATIONS: Ability to install, operate, and make repairs to various types of equipment (boiler room, heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment, and other mechanical or electrical equipment).

Ability to work-well with others, make sound decisions in difficult situations, and demonstrate an interest in accepting increasing levels of responsibility. In addition, the Stationary Engineer must have the ability to perform activities with a schedule, maintain regular attendance and be punctual, perform at a consistent pace without an unreasonable number of rest periods, and perform effectively when confronted with potential emergency, critical, or unusual situations.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Frequently - will stand while making some repairs to the various types of equipment. Typically, he/she will not stand in one place longer than approximately 30 minutes.

Walking: Frequently - walks throughout the prison grounds, back and forth to various work sites to repair equipment, while performing inspections, and making repairs in the boiler room. A pickup truck or golf cart may be used for transportation of materials and equipment in the field.

Sitting: Occasionally to Frequently - will sit occasionally during breaks or to complete paperwork. Engineers assigned to the boiler room sit frequently while monitoring boiler operations or completing log entries.

Lifting: Occasionally to Frequently - will lift and carry his/her tool bag weighing approximately 20 pounds; however, the bag may be placed on a hand truck and pushed from one location to another. He/She will also be lifting tools, equipment, and materials throughout the workday. These items can weigh from a few pounds each for hand tools, to overhead door covers that can weigh up to 50 pounds each. Occasionally, the Stationary Engineer may lift bags of mortar mix and other items weighing up to 90 pounds each. Other staff or inmates may be used to lift heavier items.

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Carrying: Occasionally - may carry tools, materials, and equipment to perform repair jobs. At times, heavier items such as motors, pumps, or air conditioning units may need to be moved from one location to another, or up and down stairs as necessary. Typically, inmates or additional staff are used to assist with these functions.

Bending/Stooping: Frequently - will be bending as they inspect and repair equipment and perform bottom blows to the boilers. This is usually done on a routine basis and sometimes can be performed in tight quarters.

Reaching in Front of Body: Frequently - when performing repairs, preventive maintenance, inspections, and equipment installations. Will usually have his/her hands forward while working with tools and equipment.

Reaching Overhead: Occasionally - most overhead work is done while working on ladders. Examples of these duties include removing steel security door covers, installing conduit, performing plumbing and/or electrical repairs.

Climbing: Occasionally - utilizes ladders to access the roof, work on doors, gates, and other equipment. Each of the living units, administration/support services buildings, and the boiler room contain stairs which must be accessed to complete required tasks.

Balancing: Occasionally - will need to balance themselves while working on roofs, stairs or ladders.

Pushing/Pulling: Occasionally - repair and installation activities usually require pushing and pulling against parts, tools, and equipment. Inmates may be utilized to assist with these tasks, subject to availability, and provided that the necessary work activities are not being performed in inmate-restricted areas.

Kneeling/Crawling: Occasionally - will need to assume this position while inspecting/repairing equipment or working in small or confined spaces such as attics, pipe chases, or utility vaults.

Crouching: Occasionally - may crouch to work on culinary equipment, air conditioners, or other equipment that is in close proximity to the ground.

Fine Finger Dexterity: Frequently - utilizes these skills while working on intricate mechanical/electrical devices and in the completion of paperwork associated with timekeeping duties.

Hand/Wrist Movement: Frequently to Constantly - manipulates hand tools and parts during the majority of the day while performing repairs and preventive maintenance to the equipment.

Hearing/Speech/Sight: Necessary for successful job performance and to maintain institutional security.

Vehicles/Heavy Equipment: Frequently - will operate cars, trucks, golf carts, forklifts, tractors, or other motorized conveyances in the performance of his/her duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Stationary Engineers working in the field typically spend approximately 60 percent of their workday indoors and 40 percent outdoors; however, these percentages may vary depending on the type of work that must be completed. Stationary Engineers assigned to the boiler room will spend approximately 95 percent of their time indoors and 5 percent outdoors.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A Activity or condition is not applicable

Fumes: Occasionally - from automobiles and trucks with diesel and gasoline engines and from battery operated equipment.

Dust: Frequently - encountered in work or storage areas.

Temperatures Extremes: Depending upon the nature of the job being performed and the season, exposure to temperatures ranging between -20°F and 130°F may be experienced.

Architectural Barriers: Frequently - employee is expected to climb ladders, stairs, ramps, and hills. The institution's location requires considerable walking on unpaved and uneven terrain.

Working Surfaces: Frequently - concrete, asphalt, soil, wood, or metal floors.

Noise and Vibration: Frequently - while working around machinery such as fan motors, compressors and generators, or while utilizing power tools.

Risk of Electrical Shock: Constantly - works in and around electrical wiring and equipment daily.

Works in High, Precarious Places: Occasionally - some jobs require the repair or replacement of equipment that is located in attics or on roofs.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Stationary Engineer utilizes various basic hand tools such as screwdrivers, hammers, wrenches, hack saws, chisels, files, electrical test meters, wire cutters, conduit benders, and tin snips. In addition, the Engineer will occasionally use pipe wrenches ranging in size from 12" to 48", pipe threaders, pipe cutters, electric drills, ladders, welding torches, barrel dollies for chemicals, and reciprocating saws.

COMMENTS: The Stationary Engineer is expected to work independently and/or with other maintenance staff to accomplish both essential and non-essential job duties. One or more inmate workers may be utilized in the performance of these duties; however, the employee must be able to meet the physical demands as described because inmate workers are not always available. Due to security requirements, inmates are not permitted to work on the building rooftops, in any of the equipment rooms located within the maximum-security compound or in the housing control units. Also, inmate workers are not available during periods of lockdown or times of institutional emergencies. The work days and hours are Wednesday through Sunday; 12:00am – 8:00am.

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position, through observation of duties as they are currently performed, personal experience, education, and knowledge of the trade.

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.

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