

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Ironwood State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 444-216-6713-xxx		MCR / HCR 1
DIVISION / UNIT  Division of Adult Institutions / Facility Operations		CLASSIFICATION TITLE Stationary Engineer (Correctional Facility)		
		WORKING TITLE Stationary Engineer		
		TIME BASE / TENURE FT / Perm	CBID R13	WWG 2
LOCATION Blythe, California		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.				
<b>GENERAL STATEMENT</b>				
Under the supervision of the Chief Engineer I and functional direction of the Correctional Plant Supervisor, this position operates and provides maintenance repairs to all infrastructure, equipment and apparatus including but not limited to repairs boilers, heaters, pumps, valves, appurtenances, and lines used in the distribution of steam and processed water, operates, repairs and maintains refrigerant compressors, condensers, evaporators, traps, expansion valves and stop 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, repairs and maintains water 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, compressor and fans; repairs and maintains single phase and multiphase electrical circuits up to 550 volts; repairs and maintains motors, controls, machinery, plumbing, fixtures and appliances. Maintain culinary equipment, inspects and troubleshoots electrical and mechanical systems and equipment to identify repairs needed, repairs and maintains electronic systems such as clocks, closed circuit television, alarm systems, and energy management systems. Estimates costs of repairs to the above listed equipment and systems, requisitions parts, supplies and equipment, calculates systems requirements to provide estimates for modification or replacement of system equipment. Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to State property. Maintains security of working areas and work materials, inspects premises and searches Inmates for contraband such as weapons or illegal drugs. Conduct weekly safety meetings with all inmates and record their names and CDC numbers. Inmates will be supervised by staff at all times including movement proceeding to and leaving work areas.				
<b>% of time performing duties</b>	<b>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.</b>			
40%	Maintains assigned area at an acceptable level of preventive and corrective maintenance. Instructs, directs and works with inmates performing maintenance on assigned equipment as designated in specific responsibilities at Ironwood State Prison. Prepares requisitions for materials for routine maintenance and special projects.			

35%	Operates, maintains, chilled water systems, repairs boilers, heaters, pumps, valves, appurtenances, and lines used in the distribution of steam and processed water, operates, repairs and maintains refrigerant compressors, condensers, evaporators, traps, expansion valves and stop 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, repairs and maintains water softeners, piping and pumps used in conjunction with water distribution, maintaining and repairing motors, controls, machinery, fixtures and appliances. Maintains culinary equipment, inspects and troubleshoots electrical and mechanical systems and equipment to identify repairs needed, repairs and maintains electronic systems such as clocks, closed circuit television, alarm systems, and energy management systems.
10%	Exercise proper tool control, search inmates and work site for contraband. Maintains inmate discipline, both verbally and by the writing of Inmate Disciplinary Reports, follows the written Inmate Work Incentive policy.
10%	Prepares accurate reports and records on a daily basis including but not limited to: SAPMS daily time sheets and work orders, inmate time cards, tool control and 998's.
5%	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.

**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

**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