

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-243-6868-XXX			
DIVISION / UNIT CMF / Plant Operations		CLASSIFICATION TITLE Automobile Mechanic, Correctional Facility			
		WORKING TITLE Automobile Mechanic, CF			
		TIME BASE / TENURE FT/P	CBID R12	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Solano County		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
<p>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.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Automobile Mechanic is responsible for practices, policies and procedures of the Plant Operations established by the Department.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Equipment Maintenance Supervisor, CF, the Automotive Mechanic will perform skilled work in the adjustment, servicing, and repair of automotive equipment; to maintain order and supervise the conduct of inmates, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.					
% 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%	Inspects all automotive equipment on a regular basis for safety and road worthiness; performs routine service and major and minor repairs as required, including but not limited to tune-ups, tire rotation and replacement; wheel balancing; installation of spark plugs, minor and major engine overhauls, and minor and major transmission service; installation and adjustment of brakes and any other minor or major repairs as needed; maintain service records on each vehicle showing service mileage, service performed, and cost.				
25%	Supervises and trains inmate workers to perform service and repairs on institution vehicles, proper and safe use of tools and equipment; and maintain security of the garage and vehicles. Conducts periodic searches of area and vehicles for contraband; maintains tool control; maintains inmate timekeeping and work records in SOMS. Prepares work supervisory reports for inmate; provides inmate safety training, maintains a safe working environment, and enforces safety regulations.				

20%	Dispatches pool vehicles and maintains issue logs with destination and return information; consults with institution staff concerning service and maintenance of vehicles assigned to specific departments; writes periodic reports on fleet condition as required by administration and other controlling agencies.
10%	Maintains records pertaining to inmate time, accountability and work reports. Performs other job related duties as required.
5%	Maintains security of work area. Maintains and checks tool inventories on a daily basis.

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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