

/CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-216-6594-VAR		MCR / HCR 1
DIVISION / UNIT Business Services/Plant Operations		CLASSIFICATION TITLE Plumber II, CF		
		WORKING TITLE Plumber II, CF		
		TIME BASE / TENURE PFT	CBID R12	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 11/30/2023

CDCR'S MISSION and VISION

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.

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

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody inmates, to aid in their rehabilitation. SCC is responsible for the training and placement of inmates in the Conservation Camp Program. SCC administers 31 camps located throughout the State of California.

The Plant Operations Department is to act as a service organization charged with the primary responsibility to perform preventative and corrective maintenance that will ensure the continued and proper functioning of equipment, structures, and grounds. Work hours: Monday through Friday 0730-1530, RDOs: Saturday and Sunday.

GENERAL STATEMENT

Under the direction of the Supervisor of Building Trades, CF, and lead of the Plumber III, CF, the Plumber II, CF will be utilized to assist other trades with plumbing repairs and projects throughout the facility. The Plumber II works with other workers repairing and maintaining the plumbing shop and tools, servicing lines and fixtures. This includes the service and repairs to water main, sewer lines, storm drain, ruptures and stoppage, inmate and staff restrooms, facility sinks, toilet fixtures and hardware, water circulating pumps, fire hydrants, cell and other water type fire extinguishing systems and potable water supply systems. Pick up keys at Control daily.

% 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.
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40%	Work with a group of plumbers and other workers engaged in the operation, installation, maintenance, alteration, and repair of plumbing components. Supervise inmates to maintain safety and security of work areas/materials. Perform Preventative Maintenance Service (PMs) of plumbing equipment, to help prevent and eliminate equipment failure in order to ensure proper operation of plumbing systems.
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20%	Maintain accurate records of time and materials used daily in performing equipment repairs. Prepare cost estimates to add or repair equipment defined in the previous paragraph. Submit a requisition request of materials and supplies to purchase and maintain sufficient inventory for repair and maintenance of plumbing systems utilizing state purchasing procedures as needed.
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20%	Maintain tool control in accordance with Department Operations Manual (DOM) Section 52040. Ensure tool/equipment are properly maintained to increase service life, prevent injuries, reduce down time, and promote efficient completion of preventative and demand work orders. Inspect/maintain the plumbing shop (e.g., keys, alarms, locking devices, tool cages, tool inventories, etc.) to ensure compliance with institutional policies/procedures and provide a safe/secure working environment.
10%	Layout, direct, and work with inmate work crews engaged in the application of protective coatings. Prepare a list of tools to ensure proper preparation and completion of specific jobs, task/work orders, to meet institutional program needs, security needs and federal and state mandates. Ensure all regulatory and policy requirements are met. Address conflicts with inmates and/or institutional staff in order to achieve and maintain a cohesive work environment.
5%	Attend a minimum of 40 hours combined In-Service Training and On-the-Job Training per year. Complete preventative maintenance work orders for the institution to ensure timely repair and maintenance of plumbing systems in accordance with plumbing codes and institutional operational procedures. Submit completed form CDCR 2186, Plant Operations Work Order Sheet and Demand/Preventive Maintenance work orders to the supervisor at the end of each shift.
5%	Respond to and assist in emergency situations (e.g., sanitary sewer overflows, water main breaks, cell searches, other duties as required, etc.), to ensure the safety and security of the institution in order to help to prevent escape or injury to persons committed to the Department and staff. Other job related duties as required.

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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