

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) 054-216-6941-011		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE MAINTENANCE MECHANIC, CF		
		WORKING TITLE Maintenance Mechanic – Door Crew/Dispatch		
		TIME BASE / TENURE Full-time/Permanent	CBID R12	WWG 2
LOCATION TEHACHAPI	INCUMBENT		EFFECTIVE DATE 04/09/2024	

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:

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 Supervisor of Building Trades, CF, and in their absence, Chief Engineer I, CF or the Correctional Plant Supervisor, DOC, the Maintenance Mechanic, CF, performs miscellaneous skilled work, and is responsible for the maintenance and repair of the facilities. All personnel may be required to work overtime, are subject to callbacks, work holidays/weekends as the need of California Correctional Institution dictates. This position is responsible for performing the work with or without inmates or other staff. This position is an Institutional Dispatch position and will work as a primary Door Crew Maintenance Mechanic.

% 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.**

ESSENTIAL FUNCTIONS

40% Supervise, instruct, and work with semi-skilled and skilled inmates. Work with other maintenance mechanics and trade workers in the maintenance and repair of institutional buildings and equipment, including: plumbing, heating, electrical, welding, and painting. Complete minor building construction and repair. Work on cell doors and sally port gates. Repair laundry, farm, shop, and automotive equipment. Perform miscellaneous minor building construction and repair work. Perform miscellaneous interior and exterior painting. Refinish furniture, estimate and request material and supplies. Maintain tools and equipment and keep in good condition. Keep records and prepare reports. Maintain security of working areas and work materials. May be required to use an aerial lift device, work on scaffolding, extension ladders, and second-story roofs. Perform other duties as required.

30% Perform and 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 inventory. 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.

25% Maintain inmate timekeeping records and prepare inmate work reports. Maintain order and supervise the conduct of inmates. Maintain security of working areas and work materials. Instruct inmates and staff regarding

5%

safety-related hazards, safety procedures and Material Safety Data Sheets (MSDS) related to chemicals in the workplace. Inspect premises and search inmates for contraband. Maintain inmate accountability.

Maintain safety consciousness and awareness with specific attention to factors such as:

1. Phone 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. Knowledge and enforcement of the Heat Risk and Suicide Prevention Plans for inmates.
5. As an inmate supervisor, institutional policy will be followed for monitoring inmates you supervise. Level II/III/IV inmates are to be in your direct supervision, and Level I inmates will need to be accounted for by out counts, as per institutional policy. When an inmate fails to report to his assigned work area within 15 minutes, you will need to contact the Vocational Gate Officer to inquire where the inmate is located and also notify your supervisor.
6. Staff must perform on a daily basis, frequent, unannounced, random checks of inmate areas to identify any security risks and deter sexual misconduct.

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 all IST classes as required to meet annual requirements, and any other IST or safety meetings as directed. Other related work assigned as appropriate.

Knowledge and Abilities:

Knowledge of: Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work.

Knowledge of Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

Ability to: Read and write English at a level required for successful job performance; read, interpret and work from plans, drawings, and specifications; follow oral and written direction; make rough sketches and estimates cost and labor; keeps simple records and make reports.

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

INMATE SUPERVISORY RESPONSIBILITIES: When inmate labor is utilized, the Maintenance Mechanic is responsible for supervising inmate conduct, maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed. The Maintenance Mechanic also provides training to lesser-skilled staff and inmates.

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 EXPERIENCE: The incumbent must have completed a recognized apprenticeship program in a mechanical trade, or have three years' experience as a Building Maintenance Worker in California state service, or have four years of varied experience working in the mechanical trades, and meet the following education and experience requirements. Completion of a recognized apprenticeship program in a mechanical trade, or three years' experience as a Building Maintenance Worker in California state

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service, and completion of 576 hours of formalized technical instruction relating to Maintenance Mechanic, or possess an Associate of Arts Degree or Certificate of Completion in Mechanical and Electrical Technology.

COMMUNICATION SKILLS: 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: A good aptitude in mathematics is recommended to be successful in this position. The Maintenance Mechanic must be able to apply basic math skills to solve problems and estimate material requirements.

REASONING ABILITY: Must possess the ability to evaluate situations accurately and take appropriate corrective action. The Maintenance Mechanic must be able to follow oral and written instructions, as well as be able to read and interpret blueprints and technical drawings (schematics).

CERTIFICATES, LICENSES, REGISTRATIONS: None required. However, completion of an E.P.A. sponsored Refrigeration/Air Conditioning Technician Certification Program is preferred.

OTHER SKILLS AND ABILITIES: 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 Maintenance Mechanic 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.

OTHER QUALIFICATIONS: Ability to read, interpret, and work from plans, drawings, and specifications. 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 workers or 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 workday.

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

Occasionally: Involves 1/3 or less of workday.

N/A: Activity of condition is not applicable.

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

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

Sitting: Occasionally - will sit occasionally during breaks or to complete paperwork.

Lifting: Occasionally to Frequently - will lift and carry their tool bags weighing approximately 20 pounds, however, the bags may be placed on a hand truck and pushed from one location to another. They 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 Maintenance Mechanic may be required to lift bags of concrete or miscellaneous items weighing up to 90 pounds. Other staff or inmates may be utilized to lift heavier items.

Carrying: Occasionally - may carry tools, materials, and equipment to perform repair jobs. At times, items such as motors, pumps, or ventilation 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/stooping as they inspect/repair the equipment and buildings. This is sometimes performed in tight quarters.

Reaching in Front of Body: Frequently - performing repairs, preventive maintenance, inspections, and equipment installations; will usually have their hands forward, 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.

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

Balancing: Occasionally - will need to balance them self 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, ventilators, 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 required 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.

Maintenance Mechanics working in the field can expect to spend approximately 80% of their workday indoors and 20% 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: Occasionally - depending upon the nature of the job being performed and the season, exposure to temperatures ranging between 32°F and 120°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.

Hazards: Workers may be exposed to hazards such as live electrical, moving machinery, steam, chemicals, dust and fumes, or particulate matter.

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 replacement/repair of equipment that is located 10 to 29 feet up.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: 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 Mechanic will occasionally use pipe wrenches ranging in size from 12" to 48", pipe threaders, pipe cutters, electric drills, ladders, welding torches, and reciprocating saws.

COMMENTS: The Maintenance Mechanic 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.

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

Work days and hours for this position are: Monday through Friday; 7:30am to 3:30pm

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
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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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