

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-216-6594-xxx		MCR / HCR 1 / D
DIVISION / UNIT  Business Services/Plant Operations		CLASSIFICATION TITLE Plumber II, Correctional Facility		
		WORKING TITLE		
		TIME BASE / TENURE FT / P	CBID R12	WWG 2
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 04/17/23

**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**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

Plant Operations' primary function is the maintenance and repair of the institutions infrastructure, operational systems, and equipment.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Supervisor of Building Trades, and as directed by the Plumber III, the Plumber II will be utilized to install, maintain, repair plumbing systems, and assist other trades with Plumbing repair and projects.

**% 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.**

60%      Services and repairs to water mains, natural gas lines, sewer lines, storm drains, ruptures and stoppages, inmate and staff restrooms, facility sinks, toilet fixtures and hardware, water circulating pumps, fire hydrants, cell and office water type fire extinguishing systems, potable water supply systems, and the repair or replacement of toilets, sinks, and mixing valves.

15%      The Plumber II will be equipped with a radio for purposes of immediate notification and redirection due to facility emergencies or priorities that affect his/her area of responsibility. Maintains tool control in accordance with the Department Operations Manual (DOM), keeping tools and equipment in a clean and safe working condition.

15%      Attends a minimum of 40 hours of In-Service Training annually. Supervise inmates while performing plumbing duties. Provides safety and on-the-job training to other maintenance personnel and inmate workers per Injury and Illness Prevention Plan (IIPP) requirements. Prepares injury reports for injured inmate workers. Maintains inmate time cards and submits inmate evaluations. Protects and maintains the safety of persons and property of the institution. Creates material lists and performs cost estimates to add or repair equipment or infrastructure

10%      Other duties and responsibilities as needed. 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.

<b>SPECIAL REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>CONSEQUENCE OF ERROR</b>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b>		
<ul style="list-style-type: none"> <li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</li> </ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b>		
<ul style="list-style-type: none"> <li>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</li> <li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</li> </ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned:** None noted.

**INMATE SUPERVISORY RESPONSIBILITIES:** When inmate labor is utilized, the Plumber II is responsible for supervising inmate conduct, maintaining time cards, 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 EXPERIENCE:** One year of varied experience as a journey level plumber; and completion of a recognized apprenticeship in plumbing. Or II Six years of varied plumbing experience installing, maintaining, inspecting and repairing standard plumbing equipment. As Associate of Arts or Certificate of Arts Degree in Plumbing from an accredited community college or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for two years of the required experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret technical procedures and governmental regulations, including the Department Operations Manual and Uniform Building Code (Title 24); to write reports and keep records; and to effectively present information to inmate workers and other employees.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as proportions, area, circumference, and volume; to apply concepts of basic algebra and geometry; to make estimates of material and labor costs for minor plumbing jobs.

**REASONING ABILITY:** Must possess the ability to evaluate situations accurately and take appropriate corrective action. The employee must be able to follow oral and written instructions, as well as be able to interpret blueprints and technical drawings (schematics). The Plumber II must have the ability to instruct, direct, and coordinate the work of a small crew.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Backflow Certificate preferred.

**OTHER SKILLS AND ABILITIES:** Skill in performing plumbing work and in caring for tools, materials, and equipment. The Plumber II must have the ability to perform activities with a schedule, maintain regular attendance and be punctual, and perform at a consistent pace without an unreasonable number of rest periods.

**OTHER QUALIFICATIONS:** Knowledge of principles, methods, materials, tools, and equipment used in plumbing; Safety Orders of the Division of Industrial Safety applicable to plumbing; and building codes.

**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 workers or inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**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 - while making some repairs to the various types of equipment and when supervising inmates. Typically, he/she will not stand in one place longer than approximately 30 minutes.

**Walking:** Frequently - walks throughout the institution to various work sites in order to repair and inspect the equipment. A pickup truck or electric cart may be used for transporting materials and equipment in the field.

**Sitting:** Occasionally to Frequently - while completing paperwork, driving a pickup or working at the bottom of a plumbing chase.

**Lifting:** Occasionally to Frequently - lifts his/her tool bags weighing approximately 25-30 pounds; however, the bags may be placed on a hand truck and pushed from one location to another. The worker will handle toilets and sinks weighing 50-150 pounds and will lift water valves weighing 5-8 pounds on a daily basis. The Plumber II will infrequently lift and handle pipes for special projects. Occasionally the Plumber will handle snakes weighing 80-285 pounds that are wheeled on hand trucks. In some areas where there are stairs, hand trucks must be pulled up the stairs in order to get to areas where repairs will be made. Ladders weighing 80-90 pounds will also have to be lifted and carried on an occasional basis. He/she will also be lifting tools, equipment, and materials throughout the workday. Other staff or inmates may be used to lift heavier items.

**Carrying:** Occasionally - carries tools, materials, and equipment to perform repair jobs. The Plumber II will carry a tool bag weighing approximately 25 pounds on a daily basis. At times, heavier items 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 - to inspect or repair fixtures throughout the institution. Most of the repair work is at floor level or below waist level. This is usually done on a routine basis and sometimes performed in tight quarters.

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

**Reaching Overhead:** Occasionally - most overhead work is done while working on ladders. The Plumber II will reach overhead to turn the water off.

**Climbing:** Occasionally - utilizes ladders to access the roof, plumber chases, work on projects and work orders throughout institution. Each of the living units and administration/support services buildings contain stairs which must be accessed to complete required tasks.

**Balancing:** Occasionally - will need to balance himself/herself while working on roofs, stairs, ladders, or in the trenches.

**Pushing/Pulling:** Occasionally to Frequently - repair and installation activities usually require pushing and pulling on hand tools, torquing plumbing parts into place, pushing and pulling on snakes, including a powered hose on a hydro truck. This hose has 1300 pounds of pressure and must be pushed back and forth until a stoppage in the main sewer line is cleared. 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.

**Crouching:** Occasionally - will crouch to work on various equipment and when picking up tools, material, or other equipment that is in close proximity to the ground.

**Kneeling/Crawling:** Occasionally - while inspecting/repairing fixtures or working in small or confined spaces such as attics, pipe chases, or utility vaults.

**Fine Finger Dexterity:** Frequently - while working with mechanical devices, tools, and in the completion of paperwork associated with time keeping 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. Some of this requires torquing utilizing hand tools and requires grasping of heavy objects.

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

**Vehicles/Heavy Equipment:** Frequently - will operate trucks, electric carts, 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. The Plumber II working in the field typically spends approximately 60 percent of his/her workday indoors and 40 percent outdoors; however, these percentages may vary depending on the type of work that must be completed.

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 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

**Fumes or Dust:** Occasionally - will work near fumes from sewer gasses and adhesives and near dust from particles of dirt when working outside.

**Temperature Extremes:** Depending upon the nature of the job being performed and the season, exposure to temperatures ranging between 32°F and 110°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 - blacktop, concrete, dirt, rock, tile, and rubber roofing.

**Risks of electrical shock:** Occasionally - works around electrical equipment throughout the institution.

**Toxic or Caustic Chemicals:** Frequently - while working near sewer systems in the chases.

**Noise and Vibration:** Occasionally - while working around machinery such as compressors, generators, or while utilizing power tools such as vibrating drills and hammers.

**Work in High, Precarious Places:** Occasionally, some job tasks require working on roofs which are 10 to 30 feet high.

**Blood borne Pathogens:** The Plumber II will be working in and around stopped up sewage in facilities with some incidents of tuberculosis, hepatitis, and HIV virus.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Ladders, scaffolding, boom truck, carts, hand tools, flashlights, roto-hammers, drills, wrenches, screwdrivers, sewer equipment, and hydro truck.

**COMMENTS:** Work hours are 0700-1500, Monday through Friday.

The Plumber II 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 specification for the position and through observation of duties as they are currently performed.

## **GENERAL POST ORDER ADDENDUM**

**Reasonable Modification/Accommodation:** Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

**Equally Effective Communication:** The ARP and the ADA require public agencies to ensure equally effective communication with inmates, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with inmates who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Inmates with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

**Tracking:** The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking inmates with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

**Inmates with Housing Restrictions:** The ARP requires doctors to generate chronos with physical limitations for inmates verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure inmates are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for inmate housing. If the inmate has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the inmate expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where inmates are not housed consistent with documented housing restrictions.

**Prescribed Health Care Appliances:** The ARP IV.F.3. Provides that inmates shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.