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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** | | | | | |  | PROPOSED | | |
| POSITION DUTY STATEMENT | | |  | | | | | | |
|  | | |  | | |  | CURRENT | | |
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| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | | | **POSITION NUMBER (Agency-Unit-Class-Serial)** | | | | | | **MCR / HCR** |
| SALINAS VALLEY STATE PRISON | | | **936-216-6724-XXX** | | | | | |  |
| **DIVISION / UNIT** | | | **CLASSIFICATION TITLE** | | | | | | |
| BUSINESS SERVICES | | | WATER AND SEWER PLANT SUPERVISOR | | | | | | |
| **WORKING TITLE** | | | | | | |
| WATER AND SEWER PLANT SUPERVISOR | | | | | | |
| **TIME BASE / TENURE** | **CBID** | **WWG** | | | **COI** | |
|  |  |  | | | Yes  No | |
| **LOCATION** | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | | |
| SALINAS VALLEY STATE PRISON / PLANT OPERATIONS | | |  | | |  | | | |
| **AREA OF RESPONSIBILITY:** | | | | | | | | | |
| Institution Wide (ALL AREAS). This position has the responsibility for maintenance of the water and waste water systems and equipment throughout this institution. | | | | | | | | | |
| **NORMAL HOURS-WORK SHIFT:** | | | | | | | | | |
| 4/10 work shift that consists of 0700-1700 Hours. Start time is 0700 hours at the Plant Operations office. Morning break is from 0945 to 1000 hours, afternoon break is from 1430 to 1445 hours and the end of your workday is at 1700 hours at the Plant Operations office. There is no lunch break. All personnel are required to work overtime, are subject to callbacks, work holidays, and as the needs of Salinas Valley State Prison dictate. | | | | | | | | | |
| **RDO’S:** | | | | | | | | | |
| Depending on work shift assigned. | | | | | | | | | |
| **SUPERVISION:** | | | | | | | | | |
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| **Direct:** Correctional Plant Supervisor  **Indirect:** Correctional Plant Manager II | | | | | | | | | |
| **PRIMARY PURPOSE OF POSITION:** | | | | | | | | | |
| You are assigned to work and address all maintenance issues that arise with the water and waste water systems and equipment. You will be assigned work orders for Emergency, Demand, Preventive maintenance and Projects as required by SVSP. Under general direction of the Correctional Plant Supervisor you may supervise and work with others in the operation, maintenance, and repair of the potable water and waste water treatment and pumping facilities, the daily taking and recording of water samples for various stages of water/waste water treatment, personally make more involved analysis: interpret test results and determine appropriate changes in dosage for the proper operation of the treatment process, supervise or perform the cleaning, painting, and upkeep of equipment, adjust and maintain mechanical equipment such as pumps, chlorinators, gas/diesel engines, metering devices, backflow prevention devices and other mechanical power equipment. May instruct, lead and/or supervise inmate workers; other duties as assigned by you supervisor.  You are also expected to have a thorough knowledge of the laws, rules, regulations, policies, procedures, practices and job duties that impact your ability to perform the duties of an employee assigned to the Salinas Valley State Prison. You will ensure that all assigned tasks are performed per state building, plumbing, electrical, mechanical, and fire codes. If you observe a code not being followed you will immediately report to your supervisor the condition and what specific code is not being adhered to.  It is the policy of CDCR to maintain a work environment free of discrimination. Sexual harassment is a form of discrimination that deprives victims of equal employment opportunity. State and Federal laws mandate equal employment opportunity.  The primary purpose of CDCR’s sexual harassment prevention policy is to prevent inappropriate sex-based conduct and to provide a work environment free of harassment. Employees are expected to adhere to a standard of conduct that is respectful of all persons within the work environment. Off-duty activities which affect the work environment are also included. CDCR will not tolerate any form of sexual harassment or reprisal for objecting to such conduct.  **INMATE SUPERVISION:**  Each time an inmate is assigned to Plant Operations, he will receive training in the following areas:  (a) The potential occupational hazards in the general work areas and associated with that employee’s and inmate’s assignments.  (b) The Code of Safe Practices which indicate the safe work conditions, safe work practices and personal protective equipment required for that employee’s or inmate’s work.  (c) The hazards of any chemicals to which that employee or inmate may be exposed, the employee’s and inmate’s right to information contained on Safety Data Sheets (SDS) for those chemicals and how the employee or inmate is to understand this information.  (d) The employee’s and inmate’s right to ask any questions or provide any information to the employer on safety either directly or anonymously without any fear of reprisal.  (e) Disciplinary procedures that will be used to enforce compliance with the Code of Safe Practices.  This training shall be documented on Form IIPP-7 (844) with the original maintained in the facility and a copy sent to In-Service Training. | | | | | | | | | |
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| **% of time performing duties** | **ESSENTIAL FUNCTIONS/SPECIFIC RESPONSIBILITIES:** | | | | | | | | |
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| 35% | Supervises the operation of a water treatment and/or sewage treatment plant; directs the taking of daily tests of water and sewage in the various stages of treatment and personally makes the more involved analyses; interprets tests and determines necessary changes in dosage and treatment processes; supervises or performs the cleaning, painting, and upkeep of equipment; adjusts and repairs mechanical equipment such as pumps, chlorinators, gas/diesel engines, and metering devices; operates equipment as a relief operator when necessary; may supervise assistants; may perform plumbing duties in connection with water and sewage systems; maintains order and supervises the conduct of persons committed to the Departments of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates, wards, residents, or patients for contraband such as weapons or illegal drugs. Operates, maintains, and repairs plumbing, water treatment, backflow prevention devices, cross connection control program, valve exercising program, dead-end flushing program, electrical, air compressors, including motors of any size. You must be able to use all of the tools associated within this trade including large wrenches, test equipment, electrical test equipment and hand tools. Must be able to maintain and repair electrical and pneumatic control systems. Operate and maintain potable water pumping equipment and auxiliary equipment. Perform tests on drinking water as needed. You may be required to supervise inmates. For each task completed, you shall document actions taken, time and materials used on a work order and turn into your supervisor on a daily basis. | | | | | | | | |
| 35% | Setup and maintain a preventive maintenance system, for the above equipment. Maintain inventories and records of repairs, parts and supplies, receive and stock supplies and repair parts. Prepare and submit purchase requisition documents for the repair of institutional equipment. | | | | | | | | |
| 25%  5% | Maintain tool control for security and inventory. Enforce safety regulations, perform other work as required.  Attend In-Service Training, obtain On-the-Job Training, attend safety meetings, train others as necessary. Familiarize self and train inmates in SB198, Right to Know, and Hazard Communication Program. Performs other work as required and assists other craftsperson’s of the needs Salinas Valley State Prison dictates. Submit to Plant Operations Office a completed Daily Work Order Report for time accountability. | | | | | | | | |
| **NON-ESSENTIAL FUNCTIONS:** | | | | | | | | | |
| Not applicable for Plant Operations personnel. | | | | | | | | | |
| **PHYSICAL REQUIREMENTS:** | | | | | | | | | |
| This position must be expected to have and maintain sufficient strength and agility to climb up and down ladders, bear weight on small ledges, crawl in manholes and steam tunnels, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well being of themselves or that of fellow employees or inmates. | | | | | | | | | |
| **WORKING CONDITIONS:** | | | | | | | | | |
| All Plant Operations personnel will be able to work independently or as a team member; work under deadlines and/or changing priorities or work and/or projects; routine maintenance or special projects; in some cases will work in conditions not quite normal day routine such as inclement weather, small enclosed spaces, manholes, high altitudes, etc.; and other working conditions as the needs of Salinas Valley State Prison dictates.  All employees must be informed of their responsibility under Labor Code Section 6407.1, which requires every employee to comply with Occupational Safety and Health Standards applicable to their own actions and conduct. | | | | | | | | | |
| **FIRE EVACUATION PLANS:** | | | | | | | | | |
| In addition to these, your general duties, you are expected to familiarize yourself with the fire evacuation plan that pertains to your area of responsibility and participate in required fire drills. | | | | | | | | | |
| **WORKPLACE VIOLENCE PREVENTION:** (Reference DOM 31040) | | | | | | | | | |
| It is the policy of CDCR to provide all employees and members of the public with a safe and healthful work environment. Violent threats or acts against another person life, health, wellbeing, family or property, infringe on CDCR’s right and obligation to provide a safe workplace for its employees. CDCR has a zero tolerance policy for workplace violence and will respond to any acts or threats of violence with appropriate administrative or legal remedies. | | | | | | | | | |
| **KEY CONTROL:** (Reference D.O.M. supplement 55020) | | | | | | | | | |
| Employees must surrender a key chit for each key ring drawn from the assigned storage area. The key chit will be returned to the employee when the keys are returned. The same process applies when temporarily loaning your keys to or borrowing keys to/from another employee. Inspect your key ring daily to ensure that the ring is not worn or damaged. Count the keys on your ring each day when you pick them up and prior to turning them in to ensure none are missing. Contact your supervisor, watch commander and custody captain immediately if you lose a key or key ring. Any employee, who leaves the institutional grounds with keys, other than those designated as take home keys, shall immediately return the keys(s) to the institution. The employee shall not be compensated for time spent returning the key(s). Under no circumstances will keys be given to inmates. | | | | | | | | | |
| **TOOL CONTROL:**  (Reference Operational Procedure #49 and D.O.M. supplement 52040) | | | | | | | | | |
| Tool boxes, carts and pouches will have an accurate tool list attached. This list will also include items such as welding rods and other stock that can be used to fabricate weapons. Toolboxes and carts shall be secured once the required tools have been removed and prior to exiting any work area. Unit officers must search each toolbox, cart or pouch entering or exiting their unit to ensure that all tools and equipment are accounted for. Only the designated tool room inmate is allowed access into the tool rooms.  When a tool is being removed from a shadow board a chit belonging to the staff removing the tool will be placed on the board. If the tool is to be used by an inmate worker, a chit assigned to the inmate will be placed on the board by the inmate’s work supervisor. If the tool is being given to another staff member while away from the tool storage area, the staff member receiving the tool shall surrender their chit to the staff member giving them the tool.  If a chit is lost, it must be reported to the Custody Captain and your supervisor in writing and documented on the Daily Tool Inventory record. Include the name of the person losing the chit and the date and time of loss.  Inventories of all tools shall be conducted at the beginning, middle and end of each shift when inmates are present. The person responsible for conducting the inventory will sign the Daily Inventory Record after completing each inventory. Additional inventories of toolboxes, carts and pouches will be conducted prior to leaving any job site. First line supervisors will conduct an inventory of all tools under their area of responsibility at least weekly and sign the Daily Inventory Record. For equipment that is not on a shadow board, a separate inventory shall be maintained (Example: welding machines and sewer snakes) and signed off on the Daily Inventory Record at the beginning, middle and end of each shift.  If a tool is lost, a search of the area must be conducted and your supervisor and yard, workchange or building staff must be immediately notified to stop inmate movement. If the tool is not located, a Lost Tool Report must be completed and immediately forwarded to your Immediate Supervisor, Watch Commander, Facility Captain and Chief Deputy Warden. All lost “Critical Tools” will be reported to the Warden via the Chief Deputy Warden. | | | | | | | | | |
| **Injury and Illness Prevention Plan:** | | | | | | | | | |
| 1. All new employees must complete the IIPP training for all known duties prior to being assigned or performing any work  duties.  2. You must attend documented weekly safety meetings.  3. You must sign the IST form 844 indicating you read and understood the documented training. If you did not fully understand  the training ask the training supervisor to clarify so you fully understand.  4. Training will be specific for the type of duties performed and cover all tools, equipment and work practices.  5. OSHA considers inmates as employees so they must be provided the same training and PPE.  6. If you are injured on the job, immediately report to your supervisor the injury and complete all associated forms. | | | | | | | | | |
| **CONTRABAND:** (Reference Operational Procedure #33) | | | | | | | | | |
| The following is a partial list of items that are not allowed at the institution.   1. Civilian / Uniform clothing items that are not being worn. All excess clothing items are potential escape and should be secured from inmate access. 2. Newspapers, books and magazines that are not work related. 3. Metal Knives, forks and spoons. 4. Glass Containers. 5. TV’s, radios, games, PDA’s, games and cell phones and pagers that are not State issued. 6. Large bags, suitcases, backpacks etc. 7. Excessive personal items not needed for the job. 8. Large umbrellas (when collapsed measure over 15”).   9. Any personal tools such as “Leatherman”, pocket knives etc.  10. Tobacco and any tobacco products to include electronic devices | | | | | | | | | |
| **LEAVE USAGE POLICY:** | | | | | | | | | |
| 1. Requests for scheduled time off (V / AL / CTO / HC / Sick etc...) shall be submitted to your immediate supervisor no less than four (4) working days prior to the requested time off and no earlier than 60 days prior to the requested time off. 2. Unscheduled leave (unable to report to work) must be approved by your immediate supervisor via telephone. Voicemail or other Media will not suffice. If your immediate supervisor cannot be contacted, call the on call supervisor. If you cannot contact the On Call Supervisor, contact the CPM, until you reach someone. When calling in to request unscheduled leave usage, you must do so no later than thirty (30) minutes after the beginning of your scheduled work shift. 3. Submitting a written time off request does not guarantee that the time off has been granted. You are responsible for verifying the approval / disapproval of time off by checking the time off calendar located in the Plant Operations office. 4. Pre-Approved time off may be cancelled if the operational needs of Salinas Valley State Prison require it. | | | | | | | | | |
| **\*\*NOTE\*\*** This duty statement is to be used as a guide for the successful completion of your daily duties. Your duties are not necessarily limited to these described herein. You must be aware of those procedures as outlined. You must read and be familiar with the operational procedures of this Institution. | | | | | | | | | |
| ***YOU ARE ALSO REQUIRED TO HAVE FORTY (40) HOURS OF TRAINING PER YEAR OF WHICH EIGHT (8) HOURS IS FORMAL IN-SERVICE TRAINING. MUST ALSO COMPLETED ALL MANDATORY LMS ONLINE TRAININGS.*** | | | | | | | | | |
| **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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