

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 919-243-6826-XXX		MCR / HCR 1
DIVISION / UNIT BUSINESS SERVICES / GARAGE		CLASSIFICATION TITLE HEAVY EQUIPMENT MECHANIC		
		WORKING TITLE HEAVY EQUIPMENT MECHANIC		
		TIME BASE / TENURE P/FT	CBID R12	WWG 1
LOCATION CHOWCHILLA		INCUMBENT		EFFECTIVE DATE
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				
This is the Institutional Garage which is responsible for the maintenance of the Institutional fleet vehicles.				
GENERAL STATEMENT				
Under the direction of the Equipment Maintenance Supervisor, the Heavy Equipment Mechanic is responsible to construct, repair, and maintain automotive and heavy maintenance and construction equipment. As a Heavy Equipment Mechanic, you are expected to satisfy your duties, which include reporting to work on you scheduled workdays on a continuous basis.				
% 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.			
30%	Inspects equipment to locate and determine the extent of necessary repairs and the corrective action needed; maintains and repairs automobiles, trucks, tractors, power shovels, graders, pumps, air compressors, diesel and gasoline engines and similar equipment.			
25%	Constructs new special equipment or modifies existing equipment including body frames and running gear, makes installation of or repairs to special equipment, operates and maintains tools and machinery used in the repair and maintenance of heavy maintenance and construction equipment.			
25%	Advises in the selection of parts and equipment, estimates repair costs, instructs operators in the proper operation and servicing of equipment, performs minor welding and brazing work, maintains simple records and makes reports.			
10%	Installs and test pumps, motors, and similar equipment, work from drawings and sketches and make sketches of broken parts for replacement, make repairs in the field without supervision.			
5%	Is responsible for accurately signing-in and signing-out daily on the 998-A, meeting FLSA laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A. Responsible for meeting yearly In-Service Training requirements and obtaining On-the-Job Training as needed. Attends Safety meetings and train others as necessary. Provides inmate safety training and enforce safety regulations.			

5%	Performs 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.
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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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