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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** | | | | | |  | PROPOSED | | |
| POSITION DUTY STATEMENT | | |  | | | | | | |
|  | | |  | | |  | CURRENT | | |
|  | | |  | | | | | | |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | | | **POSITION NUMBER (Agency-Unit-Class-Serial)** | | | | | | **MCR / HCR** |
| California Rehabilitation Center | | | 079-216-6594-var | | | | | | 1/DF |
| **DIVISION / UNIT** | | | **CLASSIFICATION TITLE** | | | | | | |
| DAI-Business Services  Working Days: Monday-Friday  Working Hours: 0730-1530  RDO: Sat-Sun-Holidays | | | Plumber II, CF | | | | | | |
| **WORKING TITLE** | | | | | | |
| Plumber II, CF | | | | | | |
| **TIME BASE / TENURE** | **CBID** | **WWG** | | | **COI** | |
| Perm/FT | R12 | 2 | | | Yes  No | |
| **LOCATION** | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | | |
| Plant Operations Building 107-Plumbing Shop | | |  | | |  | | | |
| **CDCR’S MISSION and VISION** | | | | | | | | | |
| **Mission**  To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.  **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 position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. | | | | | | | | | |
| **GENERAL STATEMENT** | | | | | | | | | |
| Under the direction of the Supervisor of Building Trades and general direction of the Plumber III, this position leads or supervises a crew of inmate workers assigned to the Plumbing Shop. Plumber II’s are required to plan, layout, direct, and inspect the work of their inmate work crew. | | | | | | | | | |
| **% 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.** | | | | | | | | |
| 35%        35%    15%  10%  5% | Evaluate all plumbing problems assigned to you and make corrections as needed, i.e.: new construction, remodel, or repair projects. Generate estimates of material and labor cost for plumbing jobs. Incumbent installs, maintains, inspects, and repairs standard plumbing equipment concerned with water, gas, oil, sewage. Troubleshoot plumbing systems; install and repair pumps; maintains the Plumbing Shop. Generate rough sketches and estimate labor and materials for minor plumbing installation and repair. Provide advice with selection, ordering, and storage of plumbing supplies and equipment; consult with other trades people. Keep simple records and generate reports; instruct and lead unskilled assistants. Prepares lists of materials and supplies; estimates job costs, plan jobs, and lead the work of craftspeople and/or helpers.  This position requires the supervision of inmates in the plumbing trade. These duties consist of organizing and planning all work assignments, time reporting, disciplinary actions, supervisor reports, injury reports, and other functions necessary to maintain the institutions operational procedures.  Shall account for all material used and on hand, and keep equipment in good condition. Shall comply with tool control procedures as outlined in Departmental Operations Manual (DOM) Section 52040.  Prevents escapes and injury by these persons to themselves, others or to property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs.  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. | | | | | | | | |
| **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** | | | |
|  | |  | | | |  | | | |
| **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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