

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-216-6538-VAR		MCR / HCR 1
DIVISION / UNIT Business Services/Plant Operations		CLASSIFICATION TITLE Electrician II, CF		
		WORKING TITLE Electrician II, CF		
		TIME BASE / TENURE PFT	CBID R12	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 1/22/2024

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

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody inmates, to aid in their rehabilitation. SCC is responsible for the training and placement of male inmates in the Conservation Camp Program. SCC administers 31 male camps located throughout the State of California.

The Plant Operations Department is to act as a service organization charged with the primary responsibility to perform preventative and corrective maintenance that will ensure the continued and proper functioning of equipment, structures, and grounds.

GENERAL STATEMENT

Under the direction of the Supervisor of Building Trades, CF and the lead of the Electrician III, CF, the Electrician II, CF installs, maintains, inspects and repairs electrical equipment and systems. Perform work on the Lethal Electric Fence (LEF), associated equipment, and components as mandated by the California Code of Regulations Title 8, Industrial Relations, Section 2940 (c) High Voltage Electrical Fence orders regarding maintenance of LEF. Troubleshoot electrical systems and operate power generating equipment. Assist with special projects. Pick up keys at Control. Work hours: 07:30-15:30, Monday through Friday. RDO's Saturday and Sunday.

% 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%	Install, maintain and repair electrical equipment per institutional needs in order to help eliminate power outages. Advise in the selection of electrical equipment to provide standardization throughout the institution, verifying proper equipment is being ordered affecting cost. Advise in the storage of electrical equipment and materials in order to ensure materials are stored correctly to preserve the integrity of the materials. Estimate the cost of electrical installations and repairs. Coordinate with other trades in related electrical requirements as needed.
35%	Make rough sketches of electrical installations and repairs, in order to identify new changes/corrections to the As-Builds, utilizing current plans and specifications, NEC, and Title 24, as required. Lead and instruct unskilled workers engaged in the maintenance and repair of electrical systems (e.g., electric lights, motors, heaters, switchboards and other electrical apparatus, etc.) in order to provide and ensure proper completion of work, to meet the safety and security of the institution and ensure compliance with policies and procedures by utilizing resources Follow lock-out tag-out procedures.

20%	Keep tools and equipment in accordance with Department Operations Manual (DOM) Section 52040, for Tool Control. Compile records (e.g., Materials Safety Data Sheets [MSDS], staff and inmate/youthful offenders' timesheet, daily work order report, tool control, safety training, vehicle log, etc.) in order to provide information for institutional use and assure compliance with policies and procedures. Requisition materials as needed.
5%	Assist with priority one work orders in emergency situations (e.g., cell searches, power outages, cell door/gate malfunctions, etc.) to ensure the safety and security of the institution in order to help prevent escapes/injuries to persons. Attend a minimum of 40 hours combined In-Service Training and On-the-Job Training (OJT) per year. Assist in providing OJT to other staff and inmates workers including safety requirements and Illness Injury Prevention Program (IIPP) procedures. Submit completed form CDCR 2186, Plant Operations Work Order Sheet and Demand/Preventive Maintenance work orders to the supervisor at the end of each shift. Other job related duties as required.
5%	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
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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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