

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM North Kern State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 182-216-6545-XXX		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions/Plant Operations		CLASSIFICATION TITLE Plumber III, C.F.			
		WORKING TITLE Plumber III, C.F.			
		TIME BASE / TENURE PERM or LT/FT	CBID R12	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		WORK DAYS: MONDAY – FRIDAY		RDO's: SAT/SUN/HOL	
		WORK HOURS: 0800-1600			
LOCATION Delano, CA		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					
Strive to enhance the safety and wellness of our staff, community, and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.					
GENERAL STATEMENT					
This is a full journey lead worker level position. Under the general direction of the Supervisor of Building Trades, C.F. (SBT), the Plumber III, C.F. plans, lays out, leads and inspects the work of a crew of plumbers and other workers engaged in plumbing installation and repair work. The Plumber III advises in the selection of plumbing materials; requisitions plumbing materials and supplies; see that work is carried out according to plans and specifications and is properly correlated with other trades; ensures safety regulations are followed. At North Kern State Prison, the Plumber III is responsible for shop duties, backflows, CTC, and assists all yard projects. All personnel are subject to call backs and may be required to work overtime, after hours, weekends, and holidays. If an emergency arises and no other qualified personnel are available, you may be redirected to respond and make the necessary repairs.					
% 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%	DUTIES: Primary responsibilities include laying out and directing work for new construction, assisting with the work of installing, maintaining, inspecting, and repairing standard plumbing equipment used in water, gas, sewage and fire control equipment throughout the institution. Instructs and works with small crews, prepare working sketches, and estimates for needed plumbing equipment and materials, installs and repairs pumps, directs Plumber II's and inmates in all the above ensuring work is carried out according to plans and specifications and is properly correlated with other trades and following safety regulations.				
30%	Prepare purchase requests, receive supplies, maintain inventories and their records; perform tool and key control procedures; perform materials and chemical procedures; maintain inmate timekeeping records; prepare inmate work reports; maintain inmate accountability; maintain security programs; and provide safety training to enforce safety regulations.				

10%

Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs. Complete job-related paperwork such as work orders, daily work log, and the weekly CDCR-2186 worksheet. Attend annual In-Service Training classes, mandatory safety training and perform additional duties as required.

SEXUAL HARASSMENT POLICY:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: _____

CODE OF CONDUCT:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

INCOMPATIBLE ACTIVITIES:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage activities for profit using State facilities, materials or time.

Initial: _____

NEPOTISM /FRATERNIZATION POLICY:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25.

Initial: _____

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

- Example: 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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