

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) 099-216-6713-009		MCR / HCR 1
DIVISION / UNIT Business Services/Plant Operations		CLASSIFICATION TITLE Stationary Engineer, CF		
		WORKING TITLE Stationary Engineer, CF		
		TIME BASE / TENURE PFT	CBID R13	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 1/16/2024

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 inmates in the Conservation Camp Program. SCC administers 31 camps located throughout 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 general direction of the Chief Engineer I (CE I), the Stationary Engineer (SE), CF, Facility C-Inside performs a variety of skilled work in the operation, repair, maintenance and preventative maintenance (PM) of steam lines, heating/ventilation, air conditioning systems and devices used to control temperatures, condensate return systems, electrical/mechanical and associated control systems and refrigeration. Maintains and repairs food service equipment, hydronic heating system and control air systems. Supervises inmate crews, keeps inmate time cards, completes work orders, both demand and preventative maintenance, makes estimates for time and materials, requisitions materials and supplies, keeps tools and equipment in good condition, keeps records, prepares reports and assists in contract writing and service contracts. The SE takes custody of assigned inmates to commence duties. This position may also be required to perform work (within the scope of civil service classification Stationary Engineer) as needed by the institution in assisting other maintenance staff or in another area. This may include required overtime, travel, and overnight stay at Camps, as needed.

The Stationary Engineer Facility C-Inside position is primarily responsible for the maintenance and repairs of all equipment in: Facility C Housing Units, Culinary, Administration Visiting Building, Gymnasium, PIA/Education Building, Maintenance Building, Work Change Building, & Family Visiting 7 & 8. This position may be required to assist other SE in the performance of their duties as directed by the CE I. For clarification of job duties or area of responsibility, talk to your supervisor. Work hours: 0730-1530, 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%	Services, repairs, and performs maintenance and preventative maintenance on food service equipment, heating and ventilation systems, including air balancing, thermostats and solid-state electronic controls, refrigeration/air conditioning equipment and components, including air compressors, condensate stations and other related equipment. Replaces, repairs and/or rebuilds steam valves, steam traps, steam regulators, appliances, and related devices in place or as bench work. Repairs and performs maintenance of electrical circuits and electrical motors (up to 550 volts) for the proper operation of various equipment and systems. Maintains the proper licensing for refrigerant recovery.
35%	Maintains, repairs, and performs preventative maintenance to the institution's hydronic heating systems, electrical and/or pneumatic devices and controls. Performs preventative maintenance tasks, i.e. change filters, belts, lube and inspects, and/or supervises assigned inmates in the cleaning/housekeeping of mechanical rooms, utility tunnels, and surrounding areas.
10%	Maintains accurate records of time and materials used daily in performing equipment repairs and preventive Maintenance. Prepares and submits requisitions for purchasing equipment, fuel and/or repair parts.
10%	Makes complete and appropriate entries onto work orders/logs of tasks/repairs performed. Assists the Correctional Plant Supervisor and CE I with the preparation of plans, layout, material lists and cost estimates for modification or replacement for electrical/mechanical systems. May be required to train staff with lesser skills or experience.
10%	Keep tools and equipment in accordance with DOM Section 52040, for Tool Control. Prepare reports, maintenance records, inmate time/work reports and other related documentation. Attend a minimum of 40 hours combined In-Service Training and On-the-Job Training per year. 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.

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.
- In addition to the above duties, you are responsible for being fully acquainted with:
 1. California Code of Regulations, Title 15.
 2. DOM Section 31020, IIPP/SDS/Code of Safe Practices.
 3. DOM Section 53130, Inmate Work Training Incentive Program.
 4. DOM Section 55020, Key and Locking Devices.
 5. DOM Section 52040, Tool Control.
- Maintains order and supervises the conduct of persons committed to the Department of Corrections. 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 inmate work areas and items/materials in their possession (excluding physical contact) for contraband such as weapons or illegal drugs.
- Work supervisors of inmates assigned outside the security area will make frequent and irregular counts using the inmate's ID card or picture as verification of the inmate's presence. Minimum A custody inmates must be seen at least once every hour, Minimum B custody inmates must be seen at least once every two hours, and Medium custody inmates must be under direct supervision.
- Ability to operate and utilize a computer terminal, 10-key calculator, copier/scanner/printer, and various office machines. There will be constant sight when making repairs and maintaining correctional awareness; speaking while answering phones, providing direction, and correctional awareness. Frequent standing to perform repairs or supervise inmate work crews; walking to and from work location; fine finger dexterity and hand/wrist movements when using tools and working

on computer. Occasional sitting while working at computer; lifting/carrying tools, supplies/materials; reaching in front of body/overhead while making repairs, working in plumbing chases, or taking items off shelves; balancing/climbing ladders; pushing/pulling tool carts or making repairs; bending/stooping, kneeling/crouching when making repairs low to the ground.

- The SE works both indoors in a thermostatically controlled office with concrete floors and outdoors when projects locations dictate that location. When working outdoors the SE will be exposed to outdoor weather conditions and will be exposed to walking on uneven ground.

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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