

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Facility Planning, Construction and Management		POSITION NUMBER 065-342-3579-003		MCR / HCR 1	
DIVISION / UNIT Design Services and Standards Branch Architecture and Engineering Section		CLASSIFICATION TITLE Senior Mechanical Engineer			
		WORKING TITLE Senior Mechanical Engineer			
		TIME BASE / TENURE FT/P	CBID R09	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento County		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
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 Facility Planning, Construction and Management Division delivers services and provides oversight over all real estate functions required by the California Department of Corrections and Rehabilitation, including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's correctional facilities.					
GENERAL STATEMENT					
Under the general direction of the Supervising Mechanical Engineer, Architecture and Engineering Section, this position takes lead mechanical discipline responsibilities for planning the work and developing designs and preparations of plans, specifications, and technical work for complex projects involving construction, modifications, renovation, repair and maintenance of large complex multi-structure facilities on a statewide basis related to the existing institutions, conservation and maintenance camps.					
% 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.			
25%		Develop designs and prepare preliminary and construction plans using Computer Aided Drafting/Design (CADD) or Revit, specifications for in-house design of a wide variety of renovation and reconstruction related projects in conformance with the applicable codes and Department standards. Investigate, review and identify methods of construction for varying complex mechanical installations and proposed projects within all the institutions. Serve as consultant and technical advisor to CDCR personnel on electrical standards, interpretation of applicable codes and California State Fire Marshal requirements. Activities include, programming, preliminary design recommendations, and ensuring that all security/custody, program and code requirements are met.			
20%		Manage Architectural/Engineering firms retained by California Department of Corrections and Rehabilitation (CDCR). Review construction documents by retainer consultants of major/minor/special repair capital outlay projects prepared to ensure conformity with applicable code and Department standards. Participate in development, direction, management and review of project proposals involving all existing facilities statewide utilizing design consultants. Provide technical input to the central office planning staff in defining the project scope. Provide State's Estimates.			
20%		Makes visits to construction sites at CDCR facilities or other locations to assess or verify existing field conditions, establish scopes of work, inspect new construction, and/or meet with stakeholders or authorities having jurisdiction. Travel could apply to all types of assignments.			

15%	Provide construction support, review/approve submittals, change orders, request for information, and inspections for various construction projects to ensure conformance with approved construction documents and applicable codes. This includes implementing the Testing and Inspection Program when required for certification of OSHPD4 for Correctional Treatment Center (CTC). Prepare as-built drawings for all in-plant construction completed by Construction Services.
15%	Provide value analysis and recommend solutions to various mechanical problems. Review Section 6.00 Construction Requests, Service Requests, and Branch Assignments of varying complexity. Respond to special and urgent requests to resolve various safety or security design issues using site investigations, laboratory testing, knowledge and codes.
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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