

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**
**POSITION DUTY STATEMENT**
 PROPOSED

 CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 095-216-6594-XXX			MCR / HCR 1/D								
DIVISION / UNIT  Business Services / Plant Operations		CLASSIFICATION TITLE Plumber II, CF											
		WORKING TITLE											
		TIME BASE / TENURE PFT	CBID R12	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
LOCATION San Quentin, CA		INCUMBENT			EFFECTIVE DATE								
<b>CDCR'S MISSION and VISION</b>													
<p><b>Mission</b> 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><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>													
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>													
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.													
<b>DIVISION OVERVIEW</b>													
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS													
<b>GENERAL STATEMENT</b>													
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS													
<p>Under the supervision of the Supervisor of Building Trades, this position will plan, lay-out, lead and inspect the work of a crew of plumbers and other workers including incarcerated workers assigned in plumbing installation and repair work.</p>													
<table border="1"> <thead> <tr> <th>% of time performing duties</th> <th>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.</th> </tr> </thead> <tbody> <tr> <td>40%</td> <td>Lay out, directs and assists with the work of installing, maintaining, inspecting and repairing standard plumbing equipment used in water, gas, oil, sewage, fire control, steam and refrigeration systems.</td> </tr> <tr> <td>35%</td> <td>Instructs, leads, and works with a small incarcerated worker crew in installing and repairing the pumps and locating trouble spots in plumbing systems; sees that safety rules are observed; may supervise the maintenance of a Plumbing Shop; prepares working sketches and estimates for needed plumbing equipment and materials; after training and certification through a recognized educational program to meet the OSHA requirement for a "competent person" and/or a "certified supervisor"; assists in the planning and work of abatement and repairs to asbestos containing materials as required; maintains job records and prepares reports.</td> </tr> <tr> <td>20%</td> <td>Plans and lays out schedules; requisitions materials and equipment necessary to complete work orders in assigned areas; reads schematics, plans, and blueprints; provides guidance to incarcerated</td> </tr> </tbody> </table>						% 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.	40%	Lay out, directs and assists with the work of installing, maintaining, inspecting and repairing standard plumbing equipment used in water, gas, oil, sewage, fire control, steam and refrigeration systems.	35%	Instructs, leads, and works with a small incarcerated worker crew in installing and repairing the pumps and locating trouble spots in plumbing systems; sees that safety rules are observed; may supervise the maintenance of a Plumbing Shop; prepares working sketches and estimates for needed plumbing equipment and materials; after training and certification through a recognized educational program to meet the OSHA requirement for a "competent person" and/or a "certified supervisor"; assists in the planning and work of abatement and repairs to asbestos containing materials as required; maintains job records and prepares reports.	20%	Plans and lays out schedules; requisitions materials and equipment necessary to complete work orders in assigned areas; reads schematics, plans, and blueprints; provides guidance to incarcerated
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5%

person work crews in the completion of maintenance work orders; ensures that materials and equipment are prepared and ready for scheduled work; contacts outside vendors for price quotes; prepares Form CDC 954 (Intraoffice Requisition); keeps simple work records.

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. Attends all meetings, training, and seminars as needed or required. Performs other related duties.

**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.

Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves and others or to property; maintains security of the working areas and work materials; inspects premises and searches incarcerated people; documents incarcerated people's behavior; writes reports.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** **Either I:** One year of varied experience as a journey level plumber; and completion of a recognized apprenticeship in plumbing. **Or II:** Five years of varied experience installing, maintaining, inspecting and repairing standard plumbing equipment. An Associate of Arts or Certificate of Arts Degree in Plumbing from an accredited community college or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment.)

**KNOWLEDGE AND ABILITIES:** Knowledge of: Principles, methods, materials, tools, and equipment used in plumbing; Safety Orders of the Division of Industrial Safety applicable to plumbing; and building codes.

Skill in: Performing plumbing work and in caring for tools, materials and equipment.

Ability to: Read and write English at a level required for successful job performance; read blueprints and work from and interpret plans and specifications; keep records and make simple reports; prepare rough sketches of minor plumbing installations; and make estimates of material and labor costs for minor plumbing jobs. Also the ability to instruct, direct, and coordinate the work of a small crew; follow oral and written instructions.

**LANGUAGE SKILLS:** Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

**REASONING ABILITY:** Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None noted.

**OTHER SKILLS AND ABILITIES:** Ability to maintain regular attendance and to be punctual.

**OTHER QUALIFICATIONS:** Knowledge of modern office methods, supplies and equipment; business English and correspondence; methods, practices and terminology used in financial and statistical record-keeping work.

**SPECIAL PERSONAL CHARACTERISTICS:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated people.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday  
Frequently: Involves 1/3 to 2/3 of workday  
Occasionally: Involves 1/3 or less of workday  
N/A: Activity or condition is not applicable

**Standing:** Constantly – To perform Plumbing duties, or confer with other staff.

**Walking:** Constantly – To report to and from work site, access printouts from the printer, obtain files or supplies, or confer with other staff.

**Sitting:** Occasionally – To operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

**Lifting:** Frequently – To lift materials and tools.

**Carrying:** Frequently – To move the above noted items short distances.

**Bending/Stooping:** Frequently – To move materials and tools. Slight bending at the waist and neck may occur frequently during the day while working at a desk over.

**Reaching in Front of Body:** Frequently – To perform job duties.

**Reaching Overhead:** Frequently – To retrieve materials and tools to perform job duties.

**Climbing:** Frequently – To utilize stairs and ladders.

**Balancing:** Frequently – To maneuver the uneven terrain in and around the institution.

**Pushing/Pulling:** Frequently – To perform Plumbing duties as needed.

**Kneeling/Crouching:** Frequently – To perform Plumbing duties as needed.

**Crawling:** Occasionally – To perform Plumbing duties as needed.

**Fine Finger Dexterity:** Frequently – To sort through paper, operate a computer, and perform job duties.

**Hand/Wrist Movement:** Frequently – To operate a computer, telephone, photocopier, and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to use hand and power tools.

**Driving Cars/Trucks/Forklifts or Other Moving Equipment:** Occasionally – To utilize electric cart, and fork lift if trained.

**Hearing/Speech:** Occasionally – To communicate with co-workers and by telephone.

**Sight:** Constantly – To access a computer, read, review and generate paperwork, and to inspect and perform job duties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Plumber II, C.F.; works in an office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is fluorescent. Temperatures are thermostatically controlled. The Plumber II, C.F.; may occasionally walk outside to obtain paperwork from another office.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Hand and power tools, electric saws, Pipe Threader, snakes/augers, ladders, various electrical meters, and/or any plumbing related equipment or tools.

**COMMENTS:** Work hours are 6:30am to 2:30pm, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

**EMPLOYEE'S COMMENTS:**

**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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