

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-6713-008		MCR / HCR
DIVISION / UNIT Business Services Division Plant Operations Department – Facility B		CLASSIFICATION TITLE Stationary Engineer, CF		
		WORKING TITLE Stationary Engineer, CF		
		TIME BASE / TENURE	CBID	WWG
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2025	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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under general direction, to perform a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a State correctional facility in the Department of Corrections or Department of the Youth Authority; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients and protect and maintain the safety of persons and property; may instruct, or lead incarcerated individuals, wards, patients, or resident workers; may instruct, or lead other engineers; and do other related work.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Chief Engineer I, staff will have the primary responsibility for the maintenance and repair of heating, air conditioning, ventilating, and other mechanical systems on B yard and all areas associated with that yard. Due to institutional need staff may be redirected to maintain or repair other systems throughout the institution. Your scheduled work hours are 0730 hours to 1530 hours Monday through Friday with Saturday, Sunday and Holidays off. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. During the rest periods you are not to leave the job site, unless directed differently by your supervisor. Incarcerated workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated. Duties include but are not limited to the following:

% 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.
70%	Performs a variety of skilled work in the operation, maintenance, and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment and other mechanical systems. Operates, maintains, and repairs boilers, pumps, valves, heaters, appurtenances, and lines used in the distribution of steam and heat of processed water. Operates, repairs and maintains refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures. Operates, maintains, and repairs air compressors, together with distribution lines and all valves and devices for air control. Operates, maintains, and repairs all natural and manufactured gas

030-216-6713-008

distribution lines, including all valves and control devices; operates, repairs and maintains water filters, softeners, piping used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water line. Operates, repairs and maintains all types of motors, and engines used to power pumps, compressors and fans. Repairs, and maintains single phase and multiphase electrical circuits up to 550 volts; repairs and maintains electrical transformers, motors, controls, machinery, fixtures, appliances and elevators. Repairs and maintains electronic systems such as clocks, closed circuit television, automatic alarm systems, security systems, energy management systems, equal potential grounding and automatic power transfers, calibrates control systems including air balance, humidistat, and solid-state electronic motor control amplifiers. Operates, maintains, and repairs water and sewage systems and culinary equipment. Inspects and troubleshoots electrical and mechanical systems and equipment to identify repairs needed.

20% Prepare purchase requests, receive supplies, maintain inventories and their records; perform tool control procedures, perform materials and chemical procedures; maintain incarcerated individuals timekeeping records; prepare incarcerated individuals work reports; maintain incarcerated individual’s accountability; maintain security programs; and provide safety training and 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. Attend annual In-Service Training classes, obtain On-Job training, and attend mandatory safety training.

This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If incarcerated individuals fail to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual’s location. The incumbent will conduct random and unscheduled inspections of incarcerated individuals work areas for potential escape material and contraband. In the event the incumbent is required to work overtime or in outside areas, a positive count will be required. When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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 timeline 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

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.*

POSITION NUMBER (Agency – Unit – Class – Serial)

Page 3 of 3

030-216-6713-008

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE