

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br><b>CALIFORNIA MEN'S COLONY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | POSITION NUMBER (Agency-Unit-Class-Serial)<br><b>056-216-6724-003/005</b>                                                                        |      | MCR / HCR<br><b>1</b>               |
| DIVISION / UNIT<br><br><b>PLANT OPERATIONS/BUSINESS SERVICES<br/>WASTE WATER TREATMENT PLANT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CLASSIFICATION TITLE<br><b>WATER &amp; SEWAGE PLANT SUPERVISOR, CF</b>                                                                           |      |                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | WORKING DAYS/HOURS:<br><b>5/8/40 0700-1500 RDOs Friday/Saturday<br/>(Position may require incumbent to work flexible hours and/or overtime).</b> |      |                                     |
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| LOCATION<br><b>HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | INCUMBENT                                                                                                                                        |      | EFFECTIVE DATE<br><b>01/26/2026</b> |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| <b>Mission</b><br>We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| <b>Vision</b><br>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| <b>COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.<br><br>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS<br>The Water & Sewage Plant Supervisor, CF has responsibility for the operation of a water treatment and/or sewage treatment plant; maintains and repairs facility treatment equipment; maintains order and supervise the conduct of incarcerated persons; protects and maintains the safety of persons and property; instructs, leads and supervises incarcerated persons, and performs other related work. May be required to undergo a physical and pulmonary examination for the respirator program, participate in confined space training/entry and be certified and participate in the Backflow Prevention Program. Must be Grade 3 Waste Water Treatment.                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS<br>Under general direction of the Chief Engineer I, CF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |      |                                     |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |      |                                     |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Oversees the operation of a water treatment and/or sewage treatment plant while following the parameters provided by the designated Chief Plant Operator (CPO) for the plant; directs or conducts the taking of daily tests of water and sewage in the various stages of treatment and personally makes the more involved analyses; and interprets tests and determines necessary changes in dosage and treatment processes. Maintain the raw water reservoir, dam, and potable water storage tanks. Assist in the preparation of reports regarding plant operations and monitoring as required by law and regulations. Monitor and ensure the safety and security of the work area, materials, and tools. Regular and direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two incarcerated persons who substantially replace civil service employees for a total of at least 173 hours per pay period. |                                                                                                                                                  |      |                                     |

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| 40% | Supervises or performs the cleaning, painting, and upkeep of equipment; adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines, and metering devices; operates or directs the operation of other mechanical equipment; operates equipment as a relief operator when necessary; may supervise assistants; may perform minor plumbing duties in connection with water and sewage systems. Maintain and repair pumps, motors, mechanical bar screen, clarifiers, biofilters, sand filters, chemical feed systems, chlorination and dechlorination systems, digesters, generators, process controls, flocculator, values tanks, piping systems, and meters. |
| 15% | Order materials and/or initiate contracts and service agreements while maintaining, understanding, and implementing all proper procurement procedures. Administer and adhere to all safety codes. Keep records of preventative maintenance and work orders. Perform other duties as requested.                                                                                                                                                                                                                                                                                                                                                                                     |
| 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 incarcerated persons, visitors, non-employees 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 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.*

|                           |                        |      |
|---------------------------|------------------------|------|
| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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056-216-6724-006/007/008

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| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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