

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) 095-216-6474-XXX		MCR / HCR 1/D
DIVISION / UNIT Business Services / Plant Operations		CLASSIFICATION TITLE Carpenter II, CF		
		WORKING TITLE		
		TIME BASE / TENURE PFT	CBID R12	WWG 2
LOCATION San Quentin, CA		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

GENERAL STATEMENT

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

Under the supervision of the Supervisor of Building Trades, C.F.; this position will perform skilled carpentry work; maintain order and supervises the conduct of incarcerated people, protects and maintains the safety of persons and property.

% 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.
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40%

Constructs and repairs various types of buildings, sheds, scaffolds, forms, frames, fences and other structures; leads and works with a small crew of incarcerated workers in building cupboards, lockers, shelves, doors, window frames, and structural repairs and modifications.

35%

Inspects carpentry jobs and sees that safety rules are observed; draws working sketches and prepares cost estimates of building materials and equipment for new structures and repair work; supervises the maintenance of tools and equipment; maintains job records and prepares reports

20%

Requisitions materials and equipment necessary to complete work order assigned areas; reads schematics, plans and blueprints; provides guidance to incarcerated people 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); and keeps simple work records.

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. Attends all other training, meetings, 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.

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 carpenter; and completion of a recognized apprenticeship in carpentry. **Or II:** Five years of varied carpentry experience. An Associate of Arts or Certificate of Arts Degree in Carpentry 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 carpentry; Safety Orders of the Division of Industrial Safety applicable to carpentry; and building codes.

Skill in: Both rough and finish carpentry and the use of hand and power carpentry tools.

Ability to: Read and write English at a level required for successful job performance; read blueprints and work from and interpret plans and specifications; recognize lumber grades and types; keep records and make simple reports; prepare rough sketches of carpentry work; and make estimates of material and labor. Also the ability to instruct, direct, and coordinates 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 carpentry duties, and confer with other staff.

Walking: Constantly – To report to and from work site.

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 carry materials and tools

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

Reaching in Front of Body: Frequently – To perform job duties, to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally – 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 job duties.

Kneeling/Crouching: Frequently – To perform job duties.

Crawling: Frequently – To perform job duties.

Fine Finger Dexterity: Frequently – To sort through paper, operate a computer, and write notes.

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, fork lift, and scissor lift, if trained.

Hearing/Speech: Frequently – 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 Carpenter 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 florescent. Temperatures are thermostatically controlled. The Carpenter 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, ladders, telephone, personal computer, printer, copy machine.

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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