CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
SQRC	095-216-6713-XXX			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Stationary Engineer, CF			
	WORKING TITLE			
Business Services / Plant Operations	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R13	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
San Quentin, CA				

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 general direction of the Chief Engineer I, this position will be required to perform a wide variety of skilled work in the operation, maintenance, and repair of boiler, heating, air condition, ventilating, and other mechanical systems; instruct, lead, or supervise incarcerated people.

% 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%	Plans, monitors, schedules, and performs maintenance on institutional heating and utility systems; supervises the maintenance performed by incarcerated people on these systems and equipment; welds, fabricates, fits, installs, and repairs mechanical devises. Leads and works with Stationary Engineer Apprentice and Maintenance Mechanics in the repair, replacement and/or modifications of mechanical/electrical/heating, venting, and related systems.
40%	Operates, maintains, and repairs boilers, pumps, valves, and lines used in the distribution of steam and recovery of condensate water. Operates, repairs, and maintains refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves. After training and certification through a recognized educational program to meet the OSHA requirements for a "competent person" and/or "certified supervisor" assists in the planning and work of abatement and repairs to asbestos containing materials as required.

15%	Plan and lays out schedules; requisitions materials and equipment necessary to complete work orders in assigned areas; read schematics, plans, and blueprints; provides guidance to incarcerated work crews in the completion of maintenance work orders; ensures that materials and equipment are prepared and ready for schedule; contacts outside vendors for price quotes; prepares Form CDC 954 (Intraoffice Requisition); 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 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 incarcerated people, visitors, nonemployees and employees shall be made aware of this.
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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 the behavior of incarcerated people; 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: Completion of a Recognized Apprenticeship for Stationary Engineers. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.) OR II: Experience: Four years of experience performing duties which included the operation, maintenance and repair of boiler, heating, refrigeration, ventilation and power equipment of large commercial, industrial or institutional buildings including the operation and maintenance of air conditioning systems involving the use of automatic controls. AND Education: Completion of 700 hours of formalized technical instruction relating to Stationary Engineering in training offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts or Certificate in Mechanical Electrical Technology, which must have included at least 12 semester units of instruction in heating, ventilation, and refrigeration systems involving the use of automatic controls may be substituted for the 700 hours of technical instruction). Students who are within six months of completing their degree will be admitted to the months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment. NOTE: Two years of additional qualifying experience may be substituted for the required education.

KNOWLEDGE AND ABILITIES: Knowledge of: Boilers and auxiliary boiler room equipment; heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment; the methods, tools, materials, and equipment used in the operation, maintenance and repair of such equipment.

Ability to: Follow oral and written directions; demonstrate mechanical ability; keep accurate records; install, operate and make repairs to the various types of equipment listed above in the knowledge requirements; make written reports, read, interpret, and work from plans, drawings and specifications; lay out work for others and direct them in this work; analyze situations accurately and take effective action.

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

Standing: Constantly - to perform job duties,
Walking: Constantly - to report to work site, access printouts from the printer, obtain 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 perform job duties.
Carrying: Frequently - to carry tools and materials to perform job duties.
Bending/Stooping: Frequently - to perform job duties. Slight bending at the waist and neck may occur frequently during the day.
Reaching in Front of Body: Frequently - to perform job duties.
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: Occasionally - to perform job duties.
Fine Finger Dexterity: Frequently - to perform job duties.
Hand/Wrist Movement: Frequently - to perform job duties, operate a computer, and telephone.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - To utilize electric cart, operate forklift, boom lift, and scissor lift if trained.
Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

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

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 Stationary Engineer, 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 Stationary Engineer, C.F.; may occasionally walk outside to obtain paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Hand and power tools, Welders, Grinders, Saws, Pipe Threaders, Snakes/Augers, ladders, Refrigerant Recovery Units, Smart Probes, Charging Scales, Vacuum Pumps, Leak Detection Equipment and or anything HVAC-R 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

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