

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

|   |  |  |             |                |  |
|---|--|--|-------------|----------------|--|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>California Medical Facility (CMF) |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>076-216-6594-XXX |             |                |  |
| DIVISION / UNIT<br><br>CMF / Business Services / Facility Operations          |  | CLASSIFICATION TITLE<br>Plumber II, CF                         |             |                |  |
|   |  | WORKING TITLE<br>Plumber II, CF                                |             |                |  |
|   |  | TIME BASE / TENURE<br>FT/P                                     | CBID<br>R12 | WWG<br>2       | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br>Solano County   |  | INCUMBENT  |             | EFFECTIVE DATE |  |

**CDCR'S MISSION, VISION and COMMITMENT**

**Mission**

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**Commitment**

CDCR and 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.

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.

**DIVISION OVERVIEW**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

The Plumber II, CF is responsible for practices, policies and procedures of Facility Operations established by the Department.

**GENERAL STATEMENT**

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

Under the general supervision of the Supervisor of Building Trades, the Plumber II, CF, is responsible for instructing, directing the work crew of Plumbers and incarcerated persons to install, maintain, inspect and repair standard plumbing equipment concerned with water, gas, propane, sewage, and Fire Control System. Maintains order and supervises the conduct of incarcerated persons, prevents escape and injury to themselves or others or to state property, maintain security of working areas and work materials, inspects premises and searches incarcerated persons for contraband such as weapons or illegal drugs. Incarcerated persons will be supervised by staff at all times including movement to and from work areas.

| % 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.   |
|-----------------------------|--|
| 35%                         | Completes assignments in the maintenance, installation and repair of plumbing equipment and systems used in water, gas, sewage and related work. The incumbent is responsible for planning and making cost estimates on minor plumbing projects. |
| 35%                         | Maintenance and care of plumbing tools and equipment, keeps records and makes reports, instructs and leads skilled and unskilled incarcerated persons workers.   |

|     |   |
|-----|---|
| 15% | Prevents escapes and injury to incarcerated persons and property, maintains security of working areas and work materials inspects premises and searches incarcerated persons for contraband such as weapons or illegal drugs, prepares incarcerated persons work reports and timekeeping records. |
| 15% | Prepares purchase orders and requests, receives supplies and maintains tool and material security control programs, provides safety training and enforces safety regulations, completes assignments in energy conservation programs and other job related duties required.                        |

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

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