

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-216-6594-002		MCR / HCR 1 / D
DIVISION / UNIT  Business Services Division		CLASSIFICATION TITLE Plumber II, CF		
		WORKING TITLE Plumber II, CF		
		TIME BASE / TENURE P/FT	CBID R12	WWG 2
LOCATION Plant Operations/Facility B		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<b>Mission</b> 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.				
<b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.				
<b>COMMITMENT</b>				
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				
<b>DIVISION OVERVIEW</b>				
Under the general supervision of the Business Services Division.				
<b>GENERAL STATEMENT</b>				
Under the direction of the Supervisor of Building Trades, CF, the Facility "B" Plumber II, CF is responsible for performing preventative maintenance and miscellaneous work in the Maintenance, alteration and repair of buildings and plumbing systems primarily on Facility "B", but as a secondary responsibility throughout the institution as well. These areas of responsibility include, but are not limited to, the Facility "B" Housing Units, Facility "B" Program Building, Gym, Dining and Kitchen, Facility "B" Vocational Yard, Central Operations Building, Family Visiting Units 1-10 and the Receiving and Release Building.				
The Facility "B" Plumber II, CF, is responsible for supervising a crew of incarcerated individual plumbers in the installation, maintenance, inspecting and repairing standard plumbing equipment such as water, gas, oil, sewage, fire control, steam, and refrigeration systems. Installs and repairs plumbing and troubleshoots plumbing systems. Makes rough sketches and prepares purchase documents, requests, and receives supplies. Maintains tool and material security control. Maintains work records and prepares various reports. Completes assignments and supervises the conduct of incarcerated individuals assigned. Trains and instructs incarcerated individuals in their work assignments. Submits periodic written appraisals of their conduct and productivity. Maintains accurate records on incarcerated individual time. Prevents escapes and injury to themselves or to property. Maintains security, inspects premises, and searches incarcerated individuals for contraband such as weapons or illegal drugs. Participates in and utilizes all trainings and Personal Protective Equipment required for the execution of their duties and employment at High Desert State Prison. Monitors assignments as presented in the Plant Operations digitized work order platform, reports/enters usage of assigned shift time and work task completion data in required timelines.				
% 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%	Supervises a crew of incarcerated individuals in the maintenance, installation, and repair of plumbing equipment.
35%	Completes corrective and preventative maintenance work orders for all plumbing equipment and systems used in water, gas, sewage, air, and related work.
25%	Prepares purchase requests. Receives and stores materials and supplies. Maintains inventories of materials, supplies and tools. Prepares incarcerated individual work reports. Maintains time keeping records. Searches incarcerated individuals and work sites for contraband. Maintains incarcerated individual accountability. Maintains security programs, prevents escapes, provides safety training, and enforces safety regulations.
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 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 prison incarcerated individuals, 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.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE