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PROPOSED

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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)		MCR / HCR	
Folsom State Prison		071-216-6713-XXX		1	
DIVISION / UNIT		CLASSIFICATION TITLE			
		Stationary Engineer			
		WORKING TITLE			
Business Services / Plant Operations		Stationary Engineer			
		TIME BASE / TENURE	CBID	WWG	COI
		P/FT	R13	2	Yes ☐ No ☒
LOCATION		INCUMBENT		EFFECTIVE DATE	
300 Prison Road. Represa, CA 95671					
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					
YOU ARE A VALUED MEMBER OF THE DEPARTMENTS' TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.					
GENERAL STATEMENT					
Under the direction of the Chief Engineer I, the Stationary Engineer works with fellow engineers, other trades people and inmate workers in repairing and maintaining the refrigeration, heating, ventilation, air conditioning and mechanical/electrical systems throughout Folsom State Prison.					
% 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.				
30%	Designs, installs and maintains building and room cooling, heating and ventilation systems, air distribution systems, pneumatic and electronic (DDC) air conditioning controls and devices associated with steam and condensate flow and				

	distribution, including valves, receivers, pumps, piping, insulation, soldering and brazing. Work includes metal fabrication, work on cell doors, gates, fencing, dock lifts, various security locking devices and systems. Maintains freezer and refrigeration units used for food storage and related food processing, ice machines, cooling towers, and minor emergency plumbing and electrical repairs. The incumbent must be knowledgeable in refrigeration venting rules as stipulated under Environmental Protection Agency's Section 608 of the Clean Air Act, and provide instruction and training to other skilled staff, apprentices, and unskilled workers.
25 %	Responsible for upholding the Department's policies regarding the Inmate Work Training Incentive Program by keeping accurate daily accountability of inmate time and ensuring the security of those documents. Follows all policies in regards to SB-198 and provides safety training to assigned inmates. Assesses materials and equipment needed to perform the function of this classification, as well as following through with the proper procurement procedures to obtain them. Maintains tool control in accordance with DOM, Section 52040, keeping tools and equipment clean and in safe working conditions and maintains hazardous material inventory as required per departmental policy.
20%	Responsible for an assigned inmate crew from the time they are received, until the time they are returned and assist custody staff with inmate searches.
15%	The incumbent repairs, services, installs and provides preventive maintenance of air compressors, refrigerated drinking fountains, evaporative coolers, packaged boilers, pumps, electric motors and controls.
5%	The Stationary Engineer is required to obtain a combination of 40 hours per year of In-Service Training and On-The-Job Training. This will consist of Safe Work Practices Training in accordance with the established Injury and Illness Prevention Program (IIPP). The Stationary Engineer is required to participate in safety meetings, provide safety-related training to inmates, and encourage the prevention of accidents and injury
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 incarcerated people, visitors, non-employees, 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