

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center	POSITION NUMBER (Agency-Unit-Class-Serial) 099-216-6303-002	MCR / HCR 1	
DIVISION / UNIT Business Services/Plant Operations	CLASSIFICATION TITLE Correctional Plant Supervisor, DOC		
	WORKING TITLE Correctional Plant Supervisor, DOC (BU12)		
	TIME BASE / TENURE PFT	CBID S12	WWG E
LOCATION Jamestown, California	INCUMBENT	EFFECTIVE DATE 06/24/2026	
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			
The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated people in the Conservation Camp Program. SCC administers fire camps across the State of California. The Plant Operations Department is to act as a service organization charged with the primary responsibility to perform preventative and corrective maintenance that will ensure the continued and proper functioning of equipment, structures, and grounds.			

Revised: 02/26

GENERAL STATEMENT	
Under the direction of the Correctional Plant Manager II, DOC, the Correctional Plant Supervisor (CPS), DOC (BU12) is responsible for the direct supervision of two Supervisor of Building Trades, CF, and second level supervision to Bargaining Unit 12 staff. The CPS (BU12) assists in the operation, maintenance and repair of the facilities and equipment at the institution and SCC administered Conservation Camps as directed. The duties include, but are not limited to planning, organizing, and directing the work activities of the institutional maintenance supervisors and staff in all aspects of the repairs, maintenance and preventative maintenance of the institution and camps. This position is responsible for the preparation, submittal, and follow-through of Capital Outlay Projects, Special Repair Projects, and Section 6.00 Projects. The institution operations and work activities shall be in accordance with the standards and regulations of the Department Operations Manual (DOM), California Code of Regulations (CCR), Air Pollution Control District, Occupational Safety Health Administration (OSHA), Regional Water Quality Control Board, Tuolumne County Environmental Health, and other applicable standards.	
% 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%	Oversee daily operations of SCC's Building Trades and is responsible for repairs and preventive maintenance operations of SCC's buildings and infrastructure, which may include minor construction projects. Provide second level supervision for all Bargaining Unit 12 staff, and direct supervision for two first-line supervisors.
15%	Assist CPS (BU13) with Boiler Operations, Bargaining Unit 13 staff, Water Treatment and Wastewater Treatment Plants, and Camp duties as needed. Assist with the development and supervision of newly approved minor construction work. Ensure projects are completed within the allotted time frames and in compliance with plans and specifications.
15%	Oversee operation of the Computerized Maintenance Management System (CMMS). Direct the supervisory staff in the completion of the preventative maintenance for plant equipment and systems. Ensure preventative maintenance work status reports are completed and maintained to monitor the work activities and to prioritize the available staff. Maintain a project status report to provide management with accurate current information on significant work activities.
15%	Develop Section 6.00 Documents, Project Cost Estimate Sheets, Capital Outlay Budget Change Proposals, and Special Repair Project requests for submittal to the Design Services Section. Advise and consult with staff on the selection of appropriate construction techniques, equipment, tools and materials required to safely complete timely repairs and installations. Review and approve material and equipment purchases.
10%	Evaluate staff performance and take or recommend appropriate action. Ensure staff conduct Illness Injury Prevention Program (IIPP) shop inspections and submit their tool inventory sheets in accordance with DOM Section 52040, Tool Control. Prepare the development of Correction Action Plans and written responses to various audits and surveys. Prepare employee annual Individual Development Plans and Probationary Reports.
5%	Attend a minimum of 40 hours combined In-Service Training and On-the-Job Training per year. This position is required to perform the function of the Duty Maintenance Supervisor. Other job-related duties as 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.
- In addition to the above duties, you are responsible for being fully acquainted with:
 1. California Code of Regulations (CCR), Title 15.
 2. DOM Section 31020, IIPP/SDS/Code of Safe Practices.
 3. DOM Section 53130, IWTIP.
 4. DOM Section 55020, Key and Locking Devices.
 5. DOM Section 52040, Tool Control
- **ADA Requirement:** Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.
- **Physical Requirements:** Ability to operate and utilize a computer terminal, 10-key calculator, copier/scanner/printer, and various office machines. There will be constant hearing/speech and sight when answering phones, providing direction, correctional awareness, and inspecting the work of others. Frequent sitting, fine finger dexterity, and hand/wrist movement while working on the computer and completing paperwork or handling tools; walking to and from work location and areas of responsibility. Occasional kneeling/crouching when accessing areas low to the ground; standing to supervise or inspect the work of others; bending/stooping; lifting/carrying; reaching in front of the body or overhead to operate controls or take items off shelves; climbing or balancing on ladders or stairs; pushing/pulling when opening and closing doors, gates or file cabinets.
- **Working Conditions:** The CPS (BU12) works both indoors in a thermostatically controlled office and outdoors when projects dictate that location. When working outdoors the CPS (BU12) will be exposed to outdoor weather conditions and will be exposed to walking on uneven ground.

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