

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) 934-243-6379-003		MCR / HCR 1 / D	
DIVISION / UNIT Business Services Division		CLASSIFICATION TITLE Heavy Truck Driver			
		WORKING TITLE Heavy Truck Driver			
		TIME BASE / TENURE P/FT RDO: S/S/H M-F 0700-1500	CBID R12	WWG 2	COI Yes ☐ No ☐
LOCATION Support Warehouse		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
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					
Under the direction of the Business Services Division.					
GENERAL STATEMENT					
Under the supervision of the Materials & Stores Supervisor II, the Heavy Truck Driver is responsible for the delivery of food, household, and stationary supplies throughout the institution. Is responsible for the daily deliveries of soiled and clean laundry to various locations within the institution. Is responsible for the daily pick up of garbage, food waste and recycle materials inside and outside the secured perimeter of the institution. Required to take the trash to the landfill as needed. May operate Heavy compound transmission, motor Truck-Tractors, Trucks with Semi Trailer, and equipment and trucks of less than three- and one-half tons or other delivery vehicles. Maintains accurate records on incarcerated individual's time. Maintains order and supervises the conduct of incarcerated individuals assigned. Supervises, trains and instructs incarcerated individuals in their work. Submits periodic written appraisals of incarcerated individuals conduct and productivity. Prevents escapes and injury to themselves or to property. Maintains security, inspects premises, searches incarcerated individuals for contraband such as weapons or illegal drugs.					
% 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%		Responsible for the delivery of food and culinary supplies to and from the main kitchen and main warehouse.			

25%	Responsible for delivery of housekeeping supplies, stationery, packages, clothing, canteen, food, and any other materials requiring special handling and transportation.
10%	Supervises Inmate workers at the various facilities while they load and unload the delivery truck. Inspects materials and containers being loaded to prevent the movement of contraband and escape of inmates.
10%	Responsible for the collection of all inner and outer perimeter trash. Unloads institution trash dumpsters into the trash truck and drives the trash truck to the county landfill. Responsible for ensuring the trash truck never has less than a half tank of fuel.
5%	Responsible for the collection of all inner and outer perimeter recycled materials. Unloads institution recycle dumpsters into one of the two recycle trucks and drives the recycle truck to (CCC) California Correctional Center, recycle yard.
5%	Picks up SOMAT from various facilities and delivers to the Central Kitchen for processing. Delivers processed SOMAT to the warehouse for the rendering company. Performs daily inspections on delivery trucks. Must train in all areas of Hea
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
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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
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