CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			
Richard J. Donovan Correctional Facility		030-243-6826-002			
DIVISION / UNIT		CLASSIFICATION TITLE			
		Heavy Equipment Mechanic, CF			
		WORKING TITLE			
Business Services Division - Institutional Garage		Heavy Equipment Mechanic, CF			
		TIME BASE / TENURE	CBID	WWG	COI
			R12	2	Yes ☐ No ☒
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	7/1/2025				
HOURS OF WORK: 0800 hours – 1600 hours		RDO's: Saturday, Sunday, Holidays			

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 TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under direction, in a State correctional facility in the Departments of Corrections or the Youth Authority, or in a conservation camp in the Department of Forestry and Fire Protection, to construct, repair, and maintain automotive and heavy maintenance and construction equipment; to maintain order and supervise the conduct of inmates or wards; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

Although most duties assigned to positions in this class involve heavy maintenance and construction equipment, assignments may include some work on automotive equipment.

GENERAL STATEMENT

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

Under the supervision of the Equipment Maintenance Supervisor, CF, the Heavy Equipment Mechanic, CF performs the mechanical repairs and manages the vehicle pool operation for the institution. This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in the out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets, and providing comprehensive training on work expectations and safety measures. The position in which you are assigned has two (2) 15-minute rest periods which will be staggered whereby other staff in your area will supervise incarcerated individuals during your rest periods. You will not assume incarcerated individuals' supervision or other duties of your assignment during your rest periods. During your rest periods you are free to leave the job site unless directed differently by your supervisor. In the event an incarcerated individual under your supervision fails to report to his assignment within 10-15 minutes, you will contact the respective Housing Unit and/or Work Change Officer to determine the whereabouts of the incarcerated individuals. You are responsible for conducting random and unscheduled inspections of the

incarcerated individuals' work area for potential escape, material and contraband. In the event you out count incarcerated individuals, you are responsible to physically identify the incarcerated individuals before you can accurately call in your paper count and physically identify the incarcerated individuals before you can accurately call in the positive count. Duties include but are not limited to the following:

% 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%	Diagnose problems with vehicles, (gas and diesel engine) motorized equipment and machinery. Included in this machinery is scooters (gas and electric), sedans, pick-up trucks (1/2 and ¾ ton, 2 and 4 wheel drive), 2 ton trucks, wheel loaders, front end loaders, dump trucks, street sweepers, garbage trucks, busses, pumps, forklifts, tractors, graders, gas driven welders, generators, small tools (chain saws, hedge cutters, weed eaters, etc.), power movers, and all other motorized vehicles or equipment at RJDCF. Maintain program maintenance for pool vehicles according to the State Administrative Manual and Fleet Administration.
35%	Typical tasks to be performed are the periodic services, engine analysis and repair, all brake work, axle, differential hydraulic repair, etc. Plan, organize and direct the operations of the institution garage and vehicle pool operation. Direct operation of institution's service and storage facilities maintenance and repair shops and pool of state-owned vehicles.
10%	Keep proper records on vehicles and maintain correspondence and equipment reports. Assist in the development of pertinent policies and procedures. Order, secure and maintain on hand routinely needed materials, parts and supplies. Properly store materials and supplies, maintain appropriate security precautions and tool control procedures.
05%	Supervise and train incarcerated workers assign work and review performance, counsel regarding substandard performance, write disciplinary paperwork as needed. Hold work cards and call in the out count. Submit timecards and pay sheets.
05%	Maintain a clean, safe work area and use tools in a safe manner and safely control the handling and storage of toxic, hazardous, volatile and/or flammable materials. Inspect premises and search incarcerated individuals for contraband.
05%	Participate in appropriate In-Service Training, On the Job Training and complete 8 hours of mandatory block training that is required annually. Perform other related duties as required. People appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property. This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in the out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets and providing comprehensive training on work expectations and safety measures.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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 on 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