

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-216-6538-xxx		MCR / HCR 1 / F	
DIVISION / UNIT Business Services/Plant Operations		CLASSIFICATION TITLE Electrician II, Correctional Facility			
		WORKING TITLE			
		TIME BASE / TENURE FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE	
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					
Plant Operations' primary function is the maintenance and repair of the institutions infrastructure, operational systems and equipment.					
GENERAL STATEMENT					
Under the supervision of the Supervisor of Building Trades and the direction of the Electrician III, the Electrician II will supervise and work with a crew of at least two incarcerated people to install, maintain, and repair electrical apparatus and equipment, as well as assist other trades with electrical repairs and projects, throughout CSP-Sacramento.					
% 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%		The Electrician II leads and instructs a crew of at least two incarcerated workers in the repair and maintenance of the Electric Shop and tools, generators, switch gear, electric distribution systems, lighting and controls, motors and peripheral electrical equipment and all other equipment in relation to electrical operation of the Housing Units in A, B, C Facilities, Minimum Camp Dorms, Kitchens, Canteens, Clothing Rooms, Infirmarys, Administration Buildings, parking lots, roadway, and yard lighting. Installs conduit in transmission lines as necessary. Maintains personal alarm system; troubleshoots all electrical systems; consults and works with other trades people as required to maintain equipment in designated work areas.			
30%		Performs maintenance on timers for the high mast lighting and power distribution to Accounting, Mail Room, Personnel Services, Records, Warden's Office, Custody Control, Snack Bar, Visitor Processing, and Dorms. Installs data cable for computers in all designated areas as required. Maintains power and lighting to the culinary areas in all facilities. Responds to electrical related trouble calls on perimeter towers, including all security lighting. Maintains order and supervises the conduct of inmates. Prevents escapes and injury by inmates to themselves or others and or property. Maintains security of work areas and work materials, inspects premises and searches incarcerated people for contraband such as weapons or illegal drugs.			

20%	Keeps records of time and materials used daily in performing equipment repairs. Estimates the cost of equipment repairs and prepares necessary requisitions for equipment or parts. Maintains tool control in accordance with DOM Chapter 50000/Section 52040, keeping tools and equipment in a safe and clean working condition as part of a preventative maintenance program.
15%	Attends a minimum of 40 hours of In-Service Training as a condition of CDC employment. This will consist of Safe Workplace Practices Training in accordance with the institution's Injury and Illness Prevention Program, as well as other mandated training. The Electrician II is required to participate in safety meetings, provide safety related training to inmate workers, and encourage the prevention of accidents and injuries.
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, 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 time line 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>	
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE DATE
SUPERVISOR'S STATEMENT:	
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE DATE

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

UPERVISORY RESPONSIBILITIES OF INCARCERATED PEOPLE: When labor of incarcerated people is utilized, the Electrician II is responsible for supervising their conduct, maintaining time cards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed. The Electrician II also provides training to apprentices and lesser skilled staff and incarcerated persons.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: One year of varied experience as a journey level electrician, and completion of a recognized apprenticeship program; or, four years of varied experience in electrical installation and repair.

MATHEMATICAL SKILLS: Ability to add, subtract, multiple, divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry, and make estimates of labor and costs.

LANGUAGE SKILLS: Must have the ability to communicate effectively both orally and in written form, as well as read and interpret documents such as safety regulations, departmental policies and procedures, equipment operating instruction, and technical manuals.

REASONING ABILITY: Must possess the ability to evaluate situations accurately and take appropriate corrective action. The Electrician II must be able to follow oral and written instructions, as well as be able to read and interpret blueprints and technical drawings (schematics). Must be able to lead and instruct skilled and unskilled assistants.

CERTIFICATE, LICENSES, REGISTRATION: None required.

SKILLS AND ABILITIES: Skill in installation, maintenance, and repair of electrical equipment. Ability to work well with others, make sound decisions in difficult situations, and demonstrate an interest in accepting increasing level of responsibility. In addition, the Electrician II must have the ability to perform activities with a schedule, maintain regular attendance and be punctual, perform at a consistent pace without an unreasonable number of rest periods, and perform effectively when confronted with potential emergencies or critical and unusual situations.

OTHER QUALIFICATIONS: Knowledge of principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical equipment; National Electric Code and Electrical Safety Orders of the Division of Industrial Safety applicable to electrical work.

SPECIAL PHYSICAL CHARACTERISTICS: Persons 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 inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of the workday.
Frequently: Involves 1/3 to 2/3 of the workday.
Occasionally: Involves 1/3 or less of the workday.
N/A: Activity of condition is not applicable.

Standing: Frequently - will stand while making some repairs to the various types of equipment. Typically, they will not stand in one place longer than approximately 30 minutes.

Walking: Frequently - walks throughout the prison grounds, and back and forth to various work sites to repair equipment, and while performing inspections and repairs. A pick-up truck or electric cart may be used for transportation of materials and equipment in the field.

Sitting: Occasionally - will sit occasionally during breaks or to complete paperwork.

Lifting: Occasionally to Frequently - will lift and carry his/her tool bags weighing approximately 20 pounds; however, the bags may be placed on a hand truck and pushed from one location to another. The hand truck will also contain a four to six foot ladder, a carton of lamps, and miscellaneous lamps, ballasts, switches, and small spare parts. He/she will also be lifting tools, equipment, and materials throughout the workday. These items can weigh from a few pounds to light covers that can weigh up to 15 pounds each. Approximately 50 percent of the time the lifting consists of overhead repairs. Occasionally, employee may lift transformers or portable generators or other items weighing several hundred pounds each, requiring the assistance of other staff or inmates. The single man lift, which weighs several hundred pounds, has to be lifted from the housing unit floor to the second tier (approximately three and one-half to four feet) approximately four times a year.

Carrying: Occasionally - may carry tools, materials, and equipment to perform repair jobs. At times, heavier items such as motors, transformers, or generators may need to be moved from one location to another, or up and down stairs as necessary. Typically, inmates or additional staff are used to assist with these functions.

Bending/Stooping: Frequently - will be bending as they inspect and repair equipment and perform regular maintenance. This is usually done on a routine basis, and sometimes performed in tight quarters.

Reaching in Front of Body: Frequently - when performing repairs, preventative maintenance, inspections, and equipment installations. The employee will usually have his/her hands forward, working with tools and equipment.

Reaching Overhead: Occasionally - most overhead work is done while working on ladders. Examples of these duties include removing and replacing light covers and bulb, installing conduit and/or electrical repairs.

Climbing: Occasionally - utilizes ladders to access the roof, work on doors, gates, and other electrical equipment. Each of the living units, administrative support services buildings, and the boiler room contain stairs which must be accessed to complete required tasks. Climbing is also required to enter manholes and access attics.

Balancing: Occasionally - will need to balance himself/herself while working on roofs, stairs, or ladders and lifts.

Pushing/Pulling: Occasionally - repair and installation activities usually require pushing and pulling against parts, tools, and equipment. Pulling wires in a hand-over-hand movement is a usual task performed for a couple of minutes, up to 20 minutes at a time. During large wiring projects, this may be repeated intermittently throughout the day. The employee will push a handcart, which carries tools and parts to the various work sites during the day.

Crouching: Frequently - may crouch to work on generators, transformers, or other equipment that is in close proximity to the ground.

Kneeling/Crawling: Frequently - will need to assume this position while inspecting/repairing equipment or working in small or confined spaces such as attics, pipe chases, or utility vaults.

Fine Finger Dexterity: Frequently to constantly - while working on intricate mechanical/electrical devices and in the completion of paperwork associated with timekeeping duties.

Hand/Wrist Movement: Frequently to Constantly - manipulates hand tools and parts during the majority of the day while performing repairs and maintenance to the equipment.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - may operate trucks, electric carts, or other motorized conveyances in the performance of his/her duties.

Hearing/Speech/Sight: Necessary to make electrical repairs and to maintain institutional security.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Electrician II working in the field typically spends approximately 60 percent of his/her workday indoors and 40 percent outdoors; however, these percentages may vary depending on the type of work that must be completed.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly:	Involves 2/3 or more of workday
Frequently:	Involves 1/3 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A	Activity or condition is not applicable

Fumes: Occasionally - from automobiles and trucks with diesel and gasoline engines, and from battery operated equipment.

Dust: Frequently - encountered in work or storage areas.

Temperatures Extremes: Depending upon the nature of the job being performed and the season, exposure to temperatures ranging between 10°F and 115°F may be experienced.

Architectural Barriers: Frequently - employee is expected to climb ladders, stairs, ramps, and hills. The institution's location requires considerable walking on unpaved and uneven terrain.

Working Surfaces: Frequently - concrete, asphalt, soil, wood, or metal floors.

Noise and Vibration: Frequently - while working around machinery such as fan motors, compressors and generators, or while utilizing power tools.

Risk of Electrical Shock: Constantly - works in and around electrical wiring and equipment daily.

Works in High, Precarious Places: Occasionally - some jobs require the replacement of lighting that are located 10 to 29 feet up.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Screwdrivers, hammers, wrenches, hacksaws, chisels, files, electrical test meters, wire cutters, conduit benders, and tin snips, pipe threads, pipe cutters, electric drills, ladders, welding torches, and reciprocating saws.

COMMENTS: This position's work hours are 0600-1400 hours, Monday through Friday.

The Electrician II is expected to work independently and/or with other maintenance staff to accomplish both essential and non-essential duties. One or more incarcerated workers may be utilized in the performance of these duties; however, the employee must be able to meet the physical demands as described because incarcerated workers are not always available. Due to security requirements, incarcerated people are not permitted to work on the building rooftops, or in any of the equipment rooms located within the maximum security compound or in the housing control units. Also, inmate workers are not available during periods of lockdown or times of institutional emergencies.

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position, through observation of duties as they are currently performed, personal experience, education, and knowledge of the trade.