

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) 934-216-6724-005		MCR / HCR 1 / D	
DIVISION / UNIT Business Services Division		CLASSIFICATION TITLE Water & Sewage Plant Supervisor I, CF			
		WORKING TITLE Water & Sewage Plant Supervisor I, CF			
		TIME BASE / TENURE P/FT	CBID R13	WWG 2	COI Yes ☐ No ☐
LOCATION Wastewater Treatment Plant		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 general supervision of the Business Services Division.					
GENERAL STATEMENT					
Under the direction of the Chief Engineer I, DOC, the Water & Sewage Plant Supervisor, CF is responsible for operation of the public water system for High Desert State Prison (HDSP) and the California Correctional Center. Operates, monitors, maintains, and repairs the HDSP arsenic removal water plant; taking and analyzing of daily tests of water in the various stages of treatment; interprets test and determines necessary changes in dosage and treatment processes; adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines and all associated equipment, piping and distribution system; assigning and supervising the work of skilled and semi-skilled workers and incarcerated crews engaged in the maintenance and operation of the institution water plant. Estimates time and materials for projects and prepares various reports. Maintains order and supervises the conduct of incarcerated persons. Conducts searches of work sites and incarcerated persons for contraband such as weapons or illegal drugs. Participates in and utilizes all trainings and Personal Protective Equipment required for the execution of their duties and employment at High Desert State Prison. Monitors assignments as presented in the Plant Operations digitized work order platform, reports/enters usage of assigned shift time and work task completion data in required timelines.					
% 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%		Operates, monitors, maintains, and repairs the HDSP arsenic removal water plant to provide an adequate supply of water to the water system. Adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines, piping, wells, distribution system and all associated equipment. Ensures work areas are in a clean and orderly condition. May act as liaison for the water system with regulatory agencies.			
30%		Takes and analyzes the chemical and bacteriological tests of water in the various stages of treatment and records data obtained; interprets test and determines necessary changes in dosage and treatment processes.			

	Ensures all tests for the water system are completed to maintains compliance with current regulations and all requirements of the water system permit. Washes and cleans laboratory utensils and equipment.
20%	Prepares reports and other necessary paperwork. Prepares requisition for materials, equipment, operational and maintenance supplies. Assist in unloading and storing chemicals to ensure the unloading is done properly, with caution, and that the chemicals are placed into the proper tanks or hoppers. Prepares and collects data for preventative maintenance and work order reports. Estimates time and materials for projects associated with the water system.
5%	Prepares incarcerated persons work reports. Maintains time keeping records. Searches incarcerated persons and work sites for contraband. Maintains incarcerated persons accountability, security programs and prevents escapes. Provides safety training and enforces safety regulations.
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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