

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) 934-216-6713-014		MCR / HCR 1 / D	
DIVISION / UNIT Business Services Division		CLASSIFICATION TITLE Stationary Engineer, CF			
		WORKING TITLE Stationary Engineer, CF			
		TIME BASE / TENURE P/FT	CBID R13	WWG 2	COI Yes ☐ No ☐
LOCATION Plant Operations/ Kitchen & Laundry (K&L)		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, CF, the Stationary Engineer, K&L is responsible for servicing and maintaining specialized stationary equipment for High Desert State Prison primarily in the Central Kitchen and Laundry, and supporting K&L Heat Plant, but as a secondary responsibility throughout the institution as well. Has responsibility for maintaining existing structures, equipment, and mechanical systems, inspecting, maintaining, and repairing plumbing, HVAC, heaters, refrigeration, natural/manufactured gas distribution, multiphase electrical and electronic systems, and performing preventative and minor building maintenance and repairs. The SE provides for the safety and security of staff and facilities and follows all CDCR policies, procedures, and regulations as they pertain to a correctional facility and works independently and/or with other maintenance staff and is subject to emergency callbacks. May be redirected as required. 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.			
35%		Perform preventative maintenance and repairs to facility infrastructure including HVAC, steam distribution, condensate return, evaporative coolers, pumps, air compressors, refrigerated air dryers, pneumatic control systems, electric/electronic control systems, refrigeration systems, food service equipment, and other equipment. Operate and repair electrical, water, sewage and plumbing systems including lighting, alarms, electrical panels, motors, pumps, domestic water, irrigation controls and equipment. Cycle HVAC, refrigeration, and water circulating systems to maintain systems viability.			

35%	Maintain a safe work environment and follows safe work practices for themselves and co-workers and follow all CDCR policies, procedures, and regulations as they pertain to a viable correctional facility.
15%	Maintain accountability of tools, keys and equipment used in the performance of required duties. Maintain daily work reports, work order, timekeeping. Estimate and requisition materials and supplies, document building inspections, and provide verbal/written reports to the CPS.
10%	Provide escort for vendors, contractors and other CDCR employees. Maintain a safe work ethic Hold regular safety meetings review safety procedures, safe working practices and job-related precautions.
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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