

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM MULE CREEK STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 025-243-6826-001; 002		MCR / HCR 1
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS		CLASSIFICATION TITLE HEAVY EQUIPMENT MECHANIC, CF		
		WORKING TITLE HEAVY EQUIPMENT MECHANIC, CF		
		TIME BASE / TENURE P/FT	CBID R12	WWG 2
LOCATION IONE, CA – AMADOR COUNTY		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				
Under direction, in a State correctional facility in the Departments of Corrections, to construct, repair, and maintain automotive and heavy maintenance and construction equipment; to maintain order and supervise the conduct of incarcerated people(s) or wards; to protect and maintain the safety of persons and property; may instruct, lead, or supervise incarcerated people(s), wards, or resident workers; and to do other related work.				
GENERAL STATEMENT				
Under the direction of the Equipment Maintenance Supervisor the Heavy Equipment Mechanic will construct, repair and maintain automotive, heavy maintenance and construction equipment. Maintain order and supervise the safety of persons and property. The Heavy Equipment Mechanic may instruct, lead or supervise incarcerated workers.				

% 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.	
25%	Inspect equipment to determine what repairs are needed to keep the equipment operating in a safe and correct manner. The performance of repairs may be with or without the assistance of helpers, apprentices or incarcerated people(s). Maintain tools and machinery used in the repair and maintenance of automobiles, light and heavy-duty trucks and construction equipment.	
25%	Prepare work orders and maintain logs, work reports and other proper documentation of work performed. Delegate work and supervise helpers and/or incarcerated people(s). Inspect work progress and maintain work procedures.	
25%	Inspect and test completed work. Train and evaluate assistants and incarcerated people(s) on specific job assignments and take corrective action as needed.	
15%	Estimate necessary repairs and job costs. Contact suppliers, vendors and purchasing agents for bids on goods and services. Prepare purchase orders for parts and services.	
5%	Prepare incarcerated people(s) timecards. Provide safety and on-the-job training to incarcerated workers. Attend In-Service Training sessions as required and complete a minimum of forty (40) hours of In-Service Training per year.	
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, non-employees, 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>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 WITH A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE