

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-216-6594-XXX		MCR / HCR 1	
DIVISION / UNIT PLANT OPERATIONS/BUSINESS SERVICES		CLASSIFICATION TITLE PLUMBER II, CORRECTIONAL FACILITY (CF)			
		WORKING DAYS/HOURS: Monday – Friday 0730 – 1530 (Position may require incumbent to work flexible hours and/or overtime)			
		TIME BASE / TENURE	CBID	WWG	COI
			R12	2	Yes ☐ No ☒
LOCATION PLANT OPERATIONS		INCUMBENT		EFFECTIVE DATE 01/26/2026	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches incarcerated persons for contraband such as weapons or illegal drugs. May be required to undergo a physical and pulmonary examination for the respirator program. May be required to participate on an asbestos and/or lead program with proper training and the Confine Space Entry Program. May be required to be certified in aerial lift operations.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervisor of Building Trades, and as directed by the Plumber III, the Plumber II will be utilized to install, maintain, repair plumbing systems and to assist other trades with Plumbing repair and projects.					
% 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%	Administer all applicable codes. Directs and assists with the work of installing, maintain, inspecting and repairing standard plumbing equipment used in water, gas, oil and sewage systems. Instructs, supervises and works with a crew of incarcerated persons. Locates trouble spots in the plumbing system. Sees that safety rules are observed. Assists and may supervise the maintenance plumbing shop.				

30%	Prepares working sketches and estimates plumbing equipment and materials. Prepares lists of plumbing supplies and equipment. Maintain security of working area and working materials. Monitors security of work area, materials and tool control.
15%	Inspect premises and searches incarcerated persons for contraband. Maintains records for incarcerated person work incentive program. May be required to use an aerial lift device and work on scaffolding, extension ladders and second-story roofs. Escort contractors as needed. May be required to participate on an asbestos abatement team with proper training and instruction. Inspects, maintains and repairs all steam and condensate systems. Orders materials while maintaining, understanding and implementing all proper procurement procedures. Perform other duties as required.
10%	Has regular, direct responsibility for work supervision, on the-job-training, and work performance evaluation of at least two incarcerated persons who substantially replace civil service employees for a total of at least 173 hours per pay period. Performs informal counts when supervising incarcerated persons outside the security areas. These counts shall be made on not less than an hourly basis. Any discrepancies shall be reported to control immediately (DOM 52020.4.12). Maintains incarcerated person time and supervisor's reports. Maintains incarcerated person job records and prepares reports.
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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, visitors, non-employees and employees shall be made aware of this.

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 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 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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			R12	2	Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 01/26/2026	
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