

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center	POSITION NUMBER (Agency-Unit-Class-Serial) 099-216-6699-VAR	MCR / HCR 1
DIVISION / UNIT Business Services/Plant Operations	CLASSIFICATION TITLE Chief Engineer I, CF	
	WORKING TITLE Chief Engineer I, CF – Southern Camps	
	TIME BASE / TENURE PFT	CBID S13
	WWG 2	COI Yes ☒ No ☐
LOCATION Southern Camp Warehouse; Ontario, California	INCUMBENT	EFFECTIVE DATE 8/13/2026
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		
The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated people in the Conservation Camp Program. SCC administers fire camps located across the State of California. The Plant Operations Department is to act as a service organization charged with the primary responsibility to perform preventative and corrective maintenance that will ensure the continued and proper functioning of equipment, structures, and grounds.		

GENERAL STATEMENT	
Under the general direction of the Correctional Plant Supervisor (CPS), DOC the Chief Engineer I (CE I), CF – Southern Camps, directly supervises five Stationary Engineers (SE). The primary area of responsibility includes fire camps from Central to Southern California. Assist in the operation, maintenance and repair of the camps, and equipment at the camps as well; the preventative maintenance (PM) and repairs to heating/ventilation/air-conditioning (HVAC) systems, and the repair and maintenance of food storage and preparation equipment. The duties include, but are not limited to, planning, organizing, and directing the work activities of the SE in all aspects of the repairs, maintenance, and PM of HVAC and minor electrical distribution. This position is responsible for the research, initiation, and technical aspects of major/minor Capital Outlay Projects, Special Repairs, and Section 6.00 project submittals. Work hours Monday through Friday (0730-1530), RDOs Saturday and Sunday	
% 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%	Plan, assign, and supervise staff who service, repair, and perform maintenance and Preventative Maintenance (PM) in all assigned areas of heating and ventilation systems including air balancing, thermostats and solid-state electronic controls, refrigeration/air-conditioning equipment and components including chiller units, refrigerators/freezers, ice machines, water coolers, air compressors, and other related equipment. Replace, repair and/or rebuild steam valves, steam traps, appliances, and related devices in place or as bench work. Repair and perform maintenance of electrical circuits and electrical motors (up to 550 volts) for the proper operation of various equipment and systems. Ensure that staff maintain the proper licensing for refrigerant recovery. Make tours of these areas of supervision weekly. Assist the CPS with planning, estimating, and scheduling new approved construction and renovation projects. Ensure projects are completed within the allotted time frames and in compliance with specification. Provide back-up to other CE I positions as needed.
30%	Supervise staff maintenance repairs, inspections, and review staff performing PM to steam/hot water supply systems, condensate return devices/pumps, electrical and/or pneumatic devices, and controls. PM tasks include cleaning/changing filters, adjusting/replacing belts, lubrication, and adjustments, i.e. change filters, belts, lube, and inspections. Evaluate staff performance and take or recommend appropriate action to ensure that staff submit their tool inventory sheets in accordance with Department Operations Manual (DOM) Section 52040, Tool Control. Tour conservation camps to conduct inspections.
20%	Supervise and review staff records of time and materials used daily in performing equipment repairs and PM. Prepare and submit requisition for purchasing equipment, fuel, and/or repair parts. Update project status report weekly. Prepare employee annual Individual Development Plan and Probationary Reports. Initiate the Progressive Disciplinary Process to improve and/or address issues/rule violations related to staff performance by providing training, counseling, and corrective action. Ensure staff conduct Illness Injury Prevention Program (IIPP) shop inspections. Facilitate the hiring process to fill identified vacant positions by screening applications and conducting interviews in accordance with governmental codes.
10%	Ensure complete and appropriate entries on work orders, logs of tasks, and repairs performed. Prepare plans, layout, material lists, and cost estimates for modification or replacement for electrical/mechanical systems. May be required to train staff with lesser skills or experience.
5%	Review, sign, and prepare reports, maintenance records, incarcerated worker timecards, work reports, and other related documentation. Attend a minimum of 40 hours combined In-Service Training and On-the-Job Training per year. Ensure the Computerized Maintenance Management System (CMMS) is up to date on a daily basis.
5%	Conduct escort duties for contract vendors, visitors and regulatory agency representatives during site surveys. Assist the CPS in the development of Corrective Action Plans and written responses to various audits and surveys. Maintain compliance with the CDCR Affirmative Action policies; provide input for end-of-the-month reports submitted to Business Services. Other job-related duties as required.

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.
- This position requires a United States Environmental Protection Agency (EPA) Section 608 Technician Certification. It is the employee's responsibility to maintain this certification.
- In addition to the above duties, you are responsible for being fully acquainted with:
 - California Code of Regulations (CCR), Title 15.
 - DOM Section 31020, IIPP/SDS/Code of Safe Practices.
 - DOM Section 53130, IWTP.
 - DOM Section 55020, Key and Locking Devices.
 - DOM Section 52040, Tool Control.
- Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation, prevent escapes and injury by these persons to themselves or others or to property. Maintain the security of working areas and work materials, inspect premises and incarcerated workers areas and items/materials in their possession (excluding physical contact) for contraband such as weapons or illegal drugs.
- Work supervisors of incarcerated people assigned outside the security area will make frequent and irregular counts using the incarcerated person's ID card or picture as verification of the incarcerated person's presence. Minimum A custody incarcerated people must be seen at least once every hour, Minimum B custody incarcerated people must be seen at least once every two hours, and Medium custody incarcerated people must be under direct supervision.
- **ADA Requirement:** Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.
- **Physical Requirements:** Ability to operate and utilize a computer terminal, 10-key calculator, copier/scanner/printer, and various office machines. There will be constant hearing/speech and sight when answering phones, providing direction, correctional awareness, and inspecting the work of others. Frequent standing, fine finger dexterity, and hand/wrist movement while working on the computer and completing paperwork or handling tools; walking to and from work location and areas of responsibility. Occasional sitting, kneeling/crouching when accessing areas low to the ground; standing to supervise or inspect the work of others; bending/stooping; lift/carrying tools or supplies to perform maintenance; reaching in front of the body or overhead; climbing or balancing on ladders or stairs; pushing/pulling when opening and closing doors, gates or file cabinets.
- **Working Conditions:** The CE I works both indoors in a thermostatically controlled office and outdoors when projects dictate that location. When working outdoors the CE I will be exposed to outdoor weather conditions and will be exposed to walking on uneven ground.

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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