

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-6763-002		MCR / HCR 1	
DIVISION / UNIT Business Services Division Plant Operations		CLASSIFICATION TITLE Supervisor of Building Trades (CF)			
		WORKING TITLE Supervisor of Building Trades (CF)			
		TIME BASE / TENURE	CBID	WWG	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 7/1/2026		INCUMBENT	
EFFECTIVE DATE					
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 DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under general direction, to perform a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a State correctional facility in the Department of Corrections; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients and protect and maintain the safety of persons and property, may instruct and/or lead incarcerated individuals, wards, patients, or resident workers; may instruct and/or lead other engineers; and do other related work as necessary.					
GENERAL STATEMENT					
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Correctional Plant Supervisor, to coordinate and supervise the repair, maintenance, and minor construction work of buildings and structures; maintain order and supervise leadspersons, or journeypersons in such fields as plumbing, electronics, electrical and other building work. Your scheduled work hours are 0715 hours to 1545 hours Monday through Friday with Saturday, Sunday, and Holidays off. The position in which you are assigned has two (2) fifteen (15) minute rest periods and thirty-minute (30) lunch period. Incarcerated workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated.					
The Supervisor of Building Trades is responsible for the following activities:					
% 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.				
45%	Coordinate and supervise the repair, maintenance, and minor construction work of buildings and structures; maintain order and supervise leadspersons, or journeypersons in such fields as plumbing, electronics, electrical and other building work; estimate labor and materials needed for specific jobs; schedule and coordinate the flow of materials needed with the assignments of various trade groups so that jobs are carried out according to plans and specifications; assists in budget estimates.				
25%	Prepares records and reports. Maintains order, and supervises the conduct of persons to themselves, others, and property.				

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20%	Prepares purchase requests, when necessary; oversees the requisition of tools and materials, inventory records; supervise tool control procedures, materials, and chemical procedures; review incarcerated individuals timekeeping records, incarcerated individuals work reports, and incarcerated individual's accountability; maintain security programs; and provide safety training and enforce safety regulations.
10%	Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs. Attend annual In-Service Training classes, obtain On-Job training, and attend mandatory safety training.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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 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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