

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison-Corcoran	POSITION NUMBER 084-216-6724-006	MCR / HCR 1	
DIVISION / UNIT California Department of Corrections and Rehabilitation Division of Adult Institutions Business Services	CLASSIFICATION TITLE Water & Sewage Plant Supervisor, CF		
	WORKING TITLE Water & Sewage Plant Supervisor, CF		
	TIME BASE / TENURE P / FT	CBID R13	WWG 2
LOCATION Plant Operations	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 the direction of the Chief Engineer I, CF, supervises the operation of the Wastewater Treatment Plant and Water Booster Supply Station. Completes daily lab tests to analyze proper operating parameters, ensures water quality meets permit requirements. Operates and maintains equipment at the Water/Wastewater facilities, may perform minor plumbing associated with these facilities, may instruct, lead, or supervise incarcerated people, wards, or resident workers, and does other duties as required.			
GENERAL STATEMENT			
This position has the responsibility for the operation and maintenance of the Wastewater Treatment Facility and Water Booster Supply station. Hours of work: 0600-1600 SUN-WED (Lunch is taken on the job) Regular Days Off: THU/FRI/SAT **This schedule will apply after probation is completed**			

Revised: 07/26

% 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%	Supervises the operation of the waster booster plant and sewage treatment plant; directs the taking of daily tests of water and sewage in the various states of treatment and personally makes the more involved analysis; interprets tests and determines necessary changes in dosage and treatment process; supervises or performs the cleaning, painting, and upkeep of equipment; adjusts and repairs mechanical equipment such as pumps, diesel engines, adjustable frequency drives and metering devices; operates or directs the operation of related equipment such as the main headwork's oxidation ditches, wastewater effluent storage ponds, Return Activated Sludge (RAS) and Waste Activated Sludge (WAS) pumps and other mechanical equipment. May perform minor plumbing duties in connection with water and sewage systems; maintains order and supervises the conduct of incarcerated people. 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 people for contraband such as weapons or illegal drugs.	
25%	Set-up and maintain a preventive maintenance system, for the above equipment. Maintain inventories and records of repairs, parts and supplies, receive and stock supplies and repair parts. Prepare and submit purchase orders for the repair of institutional equipment.	
20%	Maintain tool control for security and inventory. Enforce safety regulations, perform other work as required and assist other crafts and custody staff as the needs of CSP-Corcoran dictate.	
5%	Attend In Service Training, obtain on the job training, attend safety meetings, conduct incarcerated people training and others as necessary. Submit to Plant Operations Office a completed Daily Work Order Report (CDCR 2186).	
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, 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>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 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