

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) 025-216-6724-VAR	MCR / HCR 1	
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS	CLASSIFICATION TITLE WATER AND SEWAGE PLANT SUPERVISOR, CF (CHIEF)		
	WORKING TITLE WATER AND SEWAGE PLANT SUPERVISOR, CF (CHIEF)		
	TIME BASE / TENURE P/FT	CBID R13	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 general direction in a State correctional facility in the Department of Corrections or Department of the Youth Authority, to have responsibility for the operation of a water treatment and sewage treatment plant, or for the operation of a large and complex plant of either type; to maintain and repair facility treatment equipment; to maintain order and supervise the conduct of incarcerated people, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead or supervise incarcerated people, wards or resident workers; and to do other related work.			
GENERAL STATEMENT			
Under the general supervision of the Chief Engineer I, the Water & Sewage Plant Supervisor is responsible for the operation, maintenance, and repair of the Wastewater Treatment Plant and associated lift stations located at Mule Creek State Prison and the			

Preston Youth Correctional Facility. The position is also responsible for maintaining order, supervising the conduct of incarcerated people, and protecting the safety of persons or property. The Chief Water & Sewage Plant Supervisor in possession of a Grade III Operator Certification or higher shall be designated as the Chief Plant Operator and shall have the responsibility for overseeing the overall operation of the plant.

% 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.
20%	Responsible for filling out and sending monthly, semiannual, and annual reports to the Regional Water Quality Control Board as well as any other documentation required by local or state agencies. The position has the overall responsibility for all documentation, reporting, and record keeping.
20%	Performs daily tests of water and sewage in the various stages of process; interprets tests and determines necessary changes in dosage and treatment options; monitors operations to ensure compliance with waste discharge permit requirements.
20%	Adjusts and repairs mechanical/electrical equipment such as pumps, chlorinators, and metering devices; performs minor plumbing duties in connection with water and sewage systems; installs, maintains, and repairs equipment associated with the lift stations, sludge disposal facility, and spray fields; leads and instructs lesser skilled assistants.
20%	Perform preventive maintenance to all equipment, as mandated by the Department of Corrections, to ensure its efficient, continuous operation, with minimal impact to institutional programs and services. This includes the inspection, cleaning, and lubrication of associated wastewater process equipment.
10%	Maintains accountability of tools, keys, and power equipment used in the performance of required duties. Performs daily tool checks, completes inventory checklists, and maintains accountability of hazardous materials. Responsible for ordering parts and materials that are needed to complete equipment repairs, as well as preparing cost estimates. The incumbent will complete paperwork including personal time sheets, incarcerated people's timecards, and incarcerated persons work supervisor's reports (when incarcerated people labor is utilized).
10%	Required to obtain a combination of 40 hours per year of In-Service Training and On-the-Job Training. This will consist of Safe Workplace Practices Training in accordance with the institution's Injury and Illness Prevention Program. This position is required to participate in safety meetings, provide safety-related training to incarcerated workers, and encourage the prevention of accidents and injuries.

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 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

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