

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM KERN VALLEY STATE PRISON	POSITION NUMBER (Agency-Unit-Class-Serial) 915-216-6594-201	MCR / HCR 1/D
DIVISION / UNIT Division of Adult Institutions California Department of Corrections & Rehabilitation Kern Valley State Prison/Business Services/Plant Operations	CLASSIFICATION TITLE Plumber II, Correctional Facility	
	WORKING TITLE Plumber II, CF	
	TIME BASE / TENURE P/FT	CBID R12
	WWG 2	COI Yes ☐ No ☒
LOCATION Kern Valley State Prison – Delano, CA	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		
The mission of the Region III institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs. Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.		

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Plumber III (CF), the Plumber II may instruct, direct, and work with a crew of incarcerated persons to install, maintain, inspect, and repair standard plumbing equipment including water, gas, oil, sewage, steam lines, drinking fountains; troubleshoot plumbing systems; install and repair pumps, plumbing installations and repairs. Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation. Prevent escape and injury of these persons to themselves or others or to State property, maintain security of working areas and work materials, inspect premises and searches Incarcerated persons for contraband, such as weapons or illegal drugs. This level may prepare lists of materials and supplies; estimate job costs; lay out a job; and lead the work of craftspeople or helpers. install, maintain, inspect, and repair standard plumbing equipment concerned with water, gas, oil, sewage, fire control, steam and refrigeration systems; troubleshoot plumbing systems; install and repair pumps, maintain a plumbing shop, make rough sketches and estimate labor and materials for minor plumbing installation and repair; advise on selection, ordering and storage of plumbing supplies and equipment; consult with other tradespeople; keep simple records and make reports; and instruct and lead unskilled assistants. Conducts regular safety meeting with staff and incarcerated people. Those incarcerated will be supervised by staff at all times, including movement proceeding to and leaving work areas.

% 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%	Works with an incarcerated person crew in laying out and directing work for new construction, assists with installing, maintaining, inspecting and repairing of standard plumbing equipment used in water, gas, and sewage. Prepares working sketches and estimates for plumbing repairs and projects. Provides services as needed in the Correctional Treatment Center (CTC). Performs facility maintenance as required to maintain the CTC in good repair and working order as required under 22CCR, 79819 through 79861.
20%	Order and ensure necessary materials and supplies are on hand to support the continuing upkeep and preventive maintenance plumbing program on mechanical equipment, building repairs, inventory and issuing, justifications for new tools and equipment purchases.
15%	Responsible for Incarcerated person's work reports, record keeping on equipment, incarcerated person's time keeping, preparing estimates of minor projects, materials and labor.
10%	Hold regularly scheduled Safety Meetings with staff and incarcerated persons, review the safety procedures, safe working practices, and job-related precautions. Ensure proper storage and handling of all hazardous and toxic materials.
10%	Ensure that all security procedures are followed, maintain order, prevent escapes and injuries, maintain security of all working areas, and working materials. Conduct regular shop searches. Use proper tools and key control.
5%	This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing as appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner. 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. Attend all mandated In-Service-Training (IST) and complete on-the-job training (OJT) provided in the monthly IST Bulletin. Attend out service training as mandated. Performs additional duties as assigned.

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 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