

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 095-216-6941-VAR		MCR / HCR 1/D
DIVISION / UNIT Business Services / Plant Operations		CLASSIFICATION TITLE Maintenance Mechanic, CF		
		WORKING TITLE		
		TIME BASE / TENURE PFT	CBID R12	WWG 2
LOCATION San Quentin, CA		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				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Under the general direction of the Chief Engineer I, C.F.; this position will perform the following duties and may be responsible for the supervision of incarcerated workers assigned to assist in these duties.				
% 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%	Inspects, maintains, and repairs plumbing, heating, water, steam, and sewer systems; complete electrical maintenance and repair work in housing areas of incarcerated people; does minor miscellaneous building, construction, and repair work. Inspects and repairs electrical and manual gates, doors, locks, and locking mechanisms. Conducts quarterly security lock inspections and completes appropriate documentation.			
40%	Miscellaneous interior and exterior painting, refinishing furniture, metal fabrications and installation as directed			
15%	Plans, lays out schedules; requisitions materials and equipment necessary to complete work orders in assigned areas; read schematics, plans and blueprints; provides guidance to incarcerated work crews in the completion of maintenance work orders; ensures that materials and equipment are prepared			

5%

and ready for schedule; contacts outside vendors for price quotes; prepares Form CDC 954 (Intra-office Requisition); keeps simple work records.
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. Attends all meetings, training, and seminars as needed or required. Performs other related duties.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves and others or to property; maintains security of the working areas and work materials; inspects premises and searches incarcerated people; documents the behavior of incarcerated people; writes reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **Either I:** Completion of a recognized apprenticeship in a mechanical trade. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.) **Or II:** Three years of varied experience as a Building Maintenance Worker in California state service, which must have included experience working in at least three of the following areas: electrical, plumbing, heating, water and power systems; repairing various mechanical and automotive equipment; and performing minor building construction, repair and painting. **And Education:** Completion of 576 hours of formalized technical instruction relating to Maintenance Mechanic offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts Degree or Certificate of Completion in Mechanical Technology from a California Community College, which must have included at least 12 semester units of instruction in mechanical trade's courses, may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for required education.) **Or III:** Four years of varied experience in the Mechanical Trades which must have included experience working in at least three of the following areas: electrical, plumbing, heating, water and sewer systems; repairing various mechanical and automotive equipment; and performing minor building construction, repair and painting. **And Education:** Completion of 576 hours of formalized technical instruction relating to Maintenance Mechanic offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts Degree or Certificate of Completion in Mechanical Technology from a California Community College, which must have included at least 12 semester units of instruction in mechanical trades courses may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for required education.)

KNOWLEDGE AND ABILITIES: Knowledge of: Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

Ability to: Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

REASONING ABILITY: Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

CERTIFICATES, LICENSES, REGISTRATIONS: None noted.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence; methods, practices and terminology used in financial and statistical record-keeping work.

SPECIAL PERSONAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated people.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

Standing: Constantly – To perform job duties.

Walking: Constantly – To report to and from work site, access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Occasionally – To operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Frequently – To lift tools and materials to perform job duties.

Carrying: Frequently – To carry tools and materials to perform job duties.

Bending/Stooping: Frequently – To perform job duties. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently – To perform job duties.

Reaching Overhead: Occasionally – To perform job duties.

Climbing: Frequently – To utilize stairs, and ladders.

Balancing: Frequently – To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Frequently – To perform job duties.

Kneeling/Crouching: Frequently – To perform job duties.

Crawling: Occasionally – To perform job duties.

Fine Finger Dexterity: Frequently – To perform job duties.

Hand/Wrist Movement: Frequently – To perform job duties, operate a computer, telephone.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally – To utilize electric cart, operate forklift, boom lift, and scissor lift if trained.

Hearing/Speech: Occasionally – To communicate with co-workers and by telephone.

Sight: Constantly – To perform and inspect job duties, access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Maintenance Mechanic, C.F.; works in an office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Maintenance Mechanic, C.F.; may occasionally walk outside to obtain paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Hand and power tools, Welders, Grinders, Saws, Pipe Threaders, Snakes/Augers, ladders, Telephone, personal computer, printer, copy machine, shredder, hole punch, paper cutter.

COMMENTS: Work hours are 6:30am to 2:30pm, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

EMPLOYEE'S COMMENTS:

CONSEQUENCE OF ERROR

- Example: 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 time line 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