

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-216-6941-VAR		MCR / HCR 1
DIVISION / UNIT Business Services/Plant Operations		CLASSIFICATION TITLE Maintenance Mechanic, CF		
		WORKING TITLE Maintenance Mechanic, CF		
		TIME BASE / TENURE PFT	CBID R12	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 08/10/2026
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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated people in the Conservation Camp Program. SCC administers fire camps located across the State of California. The Plant Operations Department is to act as a service organization charged with the primary responsibility to perform preventative and corrective maintenance that will ensure the continued and proper functioning of equipment, structures, and grounds.				
GENERAL STATEMENT				

Revised: 08/26

Under the general direction of the Supervisor of Building Trades, CF, the Maintenance Mechanic (MM), CF will inspect, repair, maintain and install minor low voltage electrical distribution system equipment, including motors, fuses, circuit breakers and wiring. The MM shall maintain and repair minor plumbing distribution system equipment, including domestic water and sanitary sewer piping, fixtures, fittings, and valves. Shall maintain and install minor heating and ventilating equipment, including evaporative coolers, pumps, floats, pads/filters, and fans/blowers. MM shall fabricate/weld and install stainless steel/metal/iron/mild steel fencing, doors, frames, window guards, locking devices and any associated materials and/or equipment. MM shall maintain and repair electrical mechanical door systems. Pick up keys at Control.

Work hours are Monday through Friday (0730-1530), RDOs Saturday and Sunday.

% 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.
35%	Plan, layout, and work with a crew of skilled mechanics engaged in the maintenance, welding fabrication and repair of specific electrical, plumbing mechanical, heating/ventilation, domestic water, and sanitary sewage systems. Inspect, install, repair, and maintain security fencing, vehicle and pedestrian gates, razor wire, electrical/mechanical locking devices, doors and door closures, and associated controls.
35%	Advise and recommend general maintenance methodologies including the selection of motors, drive assemblies, bearings, lubrication, fans/blowers, wiring and electrical controls, and plumbing fixtures/fittings. Properly direct and oversee Illness Injury Prevention Program (IIPP) Operational Safety Training Procedures, Material Safety Data Sheets, Daily Chemical Inventory/Storage Regulations, and Vehicle Operational Safety Procedures.
10%	Provide material and labor cost estimates. Keep tools and equipment in accordance with Department Operations Manual (DOM) Section 52040, Tool Control. Keep tools and equipment in a clean and safe working condition. Practice and have knowledge of facility Operational Procedures.
10%	Attend a minimum of 40 hours combined In-Service Training and On-the-Job Training (OJT) per year. Assist in providing OJT to other staff and incarcerated workers. Ensure the Computerized Maintenance Management System (CMMS) is up to date on a daily basis; submit Plant Operations Work Order Sheet and Demand/Preventive Maintenance work orders to the supervisor at the end of each shift.
10%	Supervise assigned incarcerated workers, perform and document safety training, participate in the Incarcerated Workers Training Incentive Program (IWTIP) timekeeping of the assigned incarcerated workers on the specific days worked. Adhere to the rules and regulations of the IWTIP shop incarcerated worker ethnic balances and time keeping protocols, complete work supervisor reports.

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.
- In addition to the above duties, you are responsible for being fully acquainted with:
 1. California Code of Regulations (CCR), Title 15.

2. DOM Section 31020, IIPP/SDS/Code of Safe Practices. 3. DOM Section 53130, IWTIP. 4. DOM Section 55020, Key and Locking Devices. 5. DOM Section 52040, Tool Control. • Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation, prevent escapes and injury by these persons to themselves or others or to property. Maintain the security of working areas and work materials, inspect premises and incarcerated workers areas and items/materials in their possession (excluding physical contact) for contraband such as weapons or illegal drugs. • Work supervisors of incarcerated people assigned outside the security area will make frequent and irregular counts using the incarcerated person's ID card or picture as verification of the incarcerated person's presence. Minimum A custody incarcerated people must be seen at least once every hour, Minimum B custody incarcerated people must be seen at least once every two hours, and Medium custody incarcerated people must be under direct supervision. • ADA Requirement: Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act. • Physical Requirements: People 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. Ability to operate and utilize a computer terminal, 10-key calculator, copier/scanner/printer, and various office machines. There will be constant hearing/speech and sight when answering phones, providing direction, correctional awareness, and inspecting or making repairs. Frequent standing to supervise incarcerated workers; walking to and from work locations and areas of responsibility; fine finger dexterity, and hand/wrist movement when using tools, working on the computer or completing paperwork. Occasional sitting while working at the computer, kneeling/crouching, bending/stooping while working on repairs low to the ground; lifting/carrying materials, supplies, and tools; reaching in front of the body or overhead to take items off shelves, working in plumbing chases, or performing repairs; climbing or balancing on ladders or stairs; pushing/pulling when opening and closing doors, file cabinets, using tool carts or making repairs. • Working Conditions: The MM works both indoors in a thermostatically controlled office and outdoors when projects dictate that location. When working outdoors the MM will be exposed to outdoor weather conditions and will be exposed to walking on uneven ground.		
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>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 A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE