CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Pelican Bay State Prison	394-243-6826-001,002			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Heavy Equipment, CF			
	WORKING TITLE			
Procurement- Motor Pool	Heavy Equipment, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/ FT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Crescent City, California			1/1/2026	

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

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 direct supervision of the Equipment Maintenance Supervisor, CF; the Heavy Equipment Mechanic inspects, constructs, repairs, and maintains automotive and heavy equipment and construction equipment. Schedules vehicles

for maintenance/repairs; supervises incarcerated persons (IP) workers in proper repair methods, safety, and other related work. Possession of a valid Class A driver's license is required for this position.

% 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%	Inspects and diagnoses State-owned equipment to locate and determine the need for, or extent of, necessary repairs and the corrective action necessary to maintain safe and proper operating equipment by utilizing manufacture specification guidelines. Supervises the work of IP, lubrication mechanics, welders, helpers, and attendants, in repairing and maintaining automobiles, trucks, tractors, buses, and other gas- or diesel-powered equipment.
30%	Instructs and supervises helpers or apprentices and IP to understand and follow oral and written instructions sufficient to carry out repair orders and shop procedures by demonstrating the proper repair methods and answer questions as needed. Performs preventive maintenance and repairs to automobiles, trucks, tractors, graders, snowplows, pumps, air compressors, all diesels and gasoline, hybrid and electric engines including heavy maintenance and construction equipment, and similar equipment to provide safe and proper operating equipment. Prior to vehicle repairs, assemble a list of required parts to repair vehicle and request quotes from vendor for needed parts. Stock and maintain inventory of commonly used parts (oil, filters, tires) for vehicle maintenance. Monitor fuel levels (gasoline, diesel, and propane) and order as needed.
20%	Schedules vehicles and equipment for repairs and routine maintenance. Reviews the progress of repairs made and documents all repairs and maintenance. Inspects and tests completed jobs. Maintains records of vehicle and equipment repairs for use in preparing monthly activity reports. Prepares monthly reports, and inspections. Conducts quarterly inventory of all vehicles located on grounds and reconcile with the Property Controller II. Responsible for assisting with supervision of two or more IP assigned to the Motor Pool and the IP Timekeeping. Provide coverage for Equipment Maintenance Supervisor as needed.
10%	Maintains the safety and security of persons and property, to prevent escape of, and injury by, persons committed to the Department of Corrections to themselves or others or to property on a daily basis under the direction of the Department. Inspects premises periodically, searches IP for contraband prior to leaving the work area, and maintains a tool inventory. Keeps records pertaining to IP time and work reports. When necessary, assigns pool vehicles, and maintain appropriate records pertaining to the maintenance, assignment and disposition of motor vehicles and equipment. Complete and submit fleet vehicle usage reports monthly as necessary. Ensures vehicle key-box is always secured and an inventory conducted at the end of each workday. Provide appropriate verbal or written recommendations to designated personnel to improve work procedures and worker performance to increase quality of services and job safety when recognized as needed.
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. Other duties as required.

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

- 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 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