

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTINELA STATE PRISON (CEN)	POSITION NUMBER (Agency-Unit-Class-Serial) 403-216-7199-XXX	MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions / California Department of Corrections and Rehabilitation	CLASSIFICATION TITLE Pest Control Technician, CF		
	WORKING TITLE Pest Control Technician, CF		
	TIME BASE / TENURE P/FT	CBID R12	WWG 2
LOCATION Plant Operations—Water Waste Office	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 General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.			
GENERAL STATEMENT			
Under the general direction of the Chief Engineer I, CF, the Pest Control Technician, CF will provide complete vector control of the institution buildings and grounds. This position shall maintain a pest control applicators license approved by all controlling agencies. Maintain a safety consciousness and awareness with specific attention to factors such as phone numbers to dial in emergency			

situations, familiarize yourself with alternate measures of summoning aid when the telephone is not available, know the location of the nearest fire extinguisher at locations where you spend most of your time, correct or report any safety hazards that you observe and use common sense in resolving safety problems, and know the location of the nearest breakaway gurney.

% 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%	Develops and follows a comprehensive plan for control of mice, bugs, flying insects, ants, and other pests by spraying, trapping, and other means of application and feeding of chemical agents. This position will comply with all laws, mandates, and safety orders for the application of all pesticides, operates and maintains application and spraying equipment.
30%	Maintains records of inspections, infestations and remedial actions taken.
15%	Trains personnel in the methods of preventing pest infestation.
10%	Prepare requests for materials, receive supplies, maintain inventories and records, maintain tools and security control programs; instruct incarcerated people and staff regarding safety related hazards and procedures.
5%	Perform administrative duties including, but not limited to adhering 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. Keeps accurate Safety and Data Sheet and Code of Safe Practices, conduct Shop Safety Meetings (Tailgate), Bi-monthly per SB 198 and attend pertinent classes to keep current with Institution and Department policies and ensure mandatory forty (40) hours of IST/OJT as required per year.

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.

INCARCERATED PERSON SUPERVISORY RESPONSIBILITIES: When incarcerated person labor is utilized, the Pest Control Technician is responsible for supervising incarcerated person conduct, maintaining strict control over materials which could be used to make weapons, maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: Education equivalent to completion of the twelfth grade is a desirable qualification.

LANGUAGE SKILLS: Ability to read and interpret documents, drawings, and specifications, safety rules, operating and maintenance instruction, and procedural manuals; ability to write routine reports and correspondence. Ability to present safety information in one-on-one situations to incarcerated people.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry and estimates of minor labor and costs.

REASONING ABILITY: Identify and take steps to control vertebrate and invertebrate pests; train other personnel in preventive pest control methods; instruct and lead unskilled workers.

CERTIFICATE, LICENSES, REGISTRATIONS: Possession of a Field Representative, Branch 2, License (General Pest) issued by the Structural Pest Control Board of the California Department of Consumer Affairs.

OTHER SKILLS AND ABILITIES: The ability to perform activities with a schedule, maintain regular attendance and to be punctual within specified tolerances; to complete a normal workday and/or week and perform at a consistent pace without unreasonable number and/or length of rest periods; to perform effectively when confronted with potential emergency, critical, unusual or dangerous situations.

OTHER QUALIFICATIONS: Knowledge of Structural Pest Control Act and Structural Pest Control Board Regulations; laws and regulations governing use of pesticides; rodents; noxious pests, such as spiders, ants, and cockroaches; pests attacking man, such as bedbugs, fleas, lice, mites, ticks, flies and mosquitoes; fabric pests, such as silverfish, firebrats, carpet beetles and cloths moths; cereal and miscellaneous general pests.

SPECIAL PHYSICAL 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

COMMENTS: You have two 15-minute breaks to be taken at your work site.

The work hours are **0700-1500 hours, Monday through Friday. RDO'S: SAT/SUN/HOL.**

Your shop's location is the Waste Water Office.

The Pest Control Technician is expected to work independently and/or with other maintenance staff to accomplish both essential and non-essential job duties. One or more incarcerated people workers may be utilized in the performance of these duties; however, the employee must be able to meet the physical demands as described because incarcerated people workers are not always available. Due to security requirements, incarcerated people are not permitted to work on the building rooftops, in any of the equipment rooms located within the maximum-security compound or in the housing control units. Also, incarcerated person workers are not available during periods of lockdown or times of institutional emergencies.

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 WITH A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE