

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) 099-216-6724-002	MCR / HCR 1
DIVISION / UNIT Business Services/Plant Operations	CLASSIFICATION TITLE Water and Sewage Plant Supervisor, CF	
	WORKING TITLE Water and Sewage Plant Supervisor, CF – Position #4	
	TIME BASE / TENURE PFT	COI Yes ☐ No ☒
LOCATION Jamestown, California	INCUMBENT	EFFECTIVE DATE 02/19/2026
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.		

Revised: 02/26

GENERAL STATEMENT	
Under the direct supervision of the Chief Engineer I (CE I), CF-Water Treatment Plant/Wastewater Treatment Plant & Camps, the Water & Sewage Plant Supervisor (WSPS), CF oversees the operation of the wastewater and water treatment operations. These institution utility operations shall be in accordance with the standards and regulations of the State Water Resources Control Board (SWRCB); Division of Drinking Water (DDW), the Regional Water Quality Control Board (RWQCB) and Tuolumne County Environmental Health Department, including the waste discharge and National Pollutant Discharge Elimination System requirements. The duties of this position are to assume the normal and routine duties of the Water Treatment Plant (WTP) Wastewater Treatment Plant (WWTP) operations for the assigned watch. The duties include, but are not limited to operation, repairs, maintenance, and Preventive Maintenance (PM) of the WTP and WWTP, domestic water storage facilities, effluent disposal irrigation systems, sludge drying beds and related equipment. Repairs, services, and performs PM to plant equipment, including pumps, electrical motors, piping, valves, irrigation spray equipment, filters, chemical feed systems, etc. This position performs tests and/or collects samples of domestic water system, prepares monthly reports, sewage and effluent in various stages of the treatment processes. This position will make operational process changes and/or administer chemicals as necessary to maintain compliance with the applicable requirements and permits. Work hours are Sunday through Wednesday (0600-1600), RDOs Thursday, Friday and Saturday. This position is not eligible for an Alternate Work Week Schedule (AWWS).	
% 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%	Direct the operation of the WTP and WWTP, inspect the plants operation hourly, take daily operational tests, collect samples for outside laboratory analysis, interpret test results to determine operational processes and chemical feed rates based on plant conditions and flows. This position will maintain compliance with the applicable requirements and permits under the direction of the Chief Plant Operator.
25%	Perform Preventive Maintenance (PM) of plant equipment, pumps, chlorinators, metering devices, electrical and pneumatic controls and related equipment. Replace, repair and rebuild valves, chlorine analyzers, aerators, irrigation components and related devices in place or as bench work including minor plumbing related to water and wastewater operations. Develop PM work tasks for inclusion in the Computerized Maintenance Management System (CMMS).
10%	Develop routine and monthly reports of the WTP and WWTP, and disposal operations for submittal to the appropriate regulatory agency. Make routine entries into logs of operational conditions and/or difficulties experienced during shift, e.g. flows, samples taken, storage pond levels, etc. May be required to train lesser skilled and experienced staff or apprentices. This position will maintain compliance with the applicable requirements and permits under the direction of the Chief Plant Operator.
10%	Maintain tool control in accordance with Department Operations Manual (DOM) Section 52040, Tool Control. Prepare reports, maintenance records, incarcerated people timecards/work reports and other related documentation. Attend a minimum of 40 hours combined In-Service Training and On-the-Job Training per year. Maintain the continuing education requirement for the appropriate required certification by DDW and RWQCB. Ensure 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. Other job-related 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. • This position requires a certification/license for water treatment issued by the DDW at minimum of a Grade II and a wastewater treatment issued by the RWQCB at minimum of a Grade II. It is the employees' responsibility to maintain these certificates/licenses. • 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 people work 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: 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 the work of others. Frequent sitting, fine finger dexterity, and hand/wrist movement while working on the computer and completing paperwork or handling tools; walking to and from work location and areas of responsibility. Occasional kneeling/crouching when accessing areas low to the ground; standing to supervise or inspect the work of others; bending/stooping when opening and closing valves or picking up items; lifting, carrying tools or supplies to perform maintenance; reaching in front of the body or overhead to operate controls or take items off shelves; climbing or balancing on ladders or stairs; pushing/pulling when opening and closing doors, gates or file cabinets. • Working Conditions: The WSPS works both indoors in a thermostatically controlled office and outdoors when projects dictate that location. When working outdoors the WSPS 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