

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Facility Planning, Construction and Management		POSITION NUMBER 065-380-6941-XXX		MCR / HCR 1
DIVISION / UNIT Facility Maintenance and Regulatory Compliance Branch Closed Facilities Unit		CLASSIFICATION TITLE Maintenance Mechanic, Correctional Facility		
		WORKING TITLE Maintenance Mechanic, Correctional Facility		
		TIME BASE / TENURE FT/P	CBID R12	WWG 2
LOCATION Riverside County		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 Facility Planning, Construction and Management (FPCM) delivers services and provides oversight over all real estate functions required by the CDCR, including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's youth and correctional facilities.				
GENERAL STATEMENT				
The Closed Facilities team in the Facility Maintenance and Regulatory Compliance Branch (FMRC) performs duties that include responsibility for the maintenance and operation of the closed facility at California Rehabilitation Center (CRC). The Maintenance Mechanic (MM) will primarily focus on the maintenance, alteration and repair of buildings and mechanical/electrical systems at the CRC (i.e. refrigeration, plumbing, heating, lighting, and other utilities); Occasional, temporary assistance with maintenance and operation at other warm shutdown facilities, which include the Estrella Correctional Facility (ECF), the Heman G. Stark Correctional Facility (Stark), and the Southern Youth Correctional Reception Center-Clinic (SYCRCC) may be requested on a voluntary basis. Under the general direction of the Correctional Plant Manager (CPM), the MM inspects, maintains, and repairs plumbing, heating, water and sewer systems, performs electrical maintenance and repair work, repairs automotive equipment, performs miscellaneous minor building construction and repair work, miscellaneous interior and exterior painting, and works independently and/or with other maintenance staff. The Maintenance Mechanic is subject to emergency callbacks.				
% of time performing duties	DUTIES AND RESPONSIBILITIES			
30%	Conducts inspections to assess maintenance and repairs needed for facility structures, and infrastructure, interior and exterior building surfaces, electrical and plumbing systems, domestic water, irrigation, and sewage pumps,			

	and makes repair recommendations. Conducts monthly fire extinguishers inspections and makes repair recommendations.
30%	Performs preventive maintenance and repairs to facility infrastructure and structures and equipment, including but not limited to: minor repair of roofs, floors, windows, doors, locks and gates; paints and repairs interior and exterior building surfaces; and operates and repairs electrical and plumbing systems including but not limited to lighting, alarms, electrical panels, motors, domestic water, irrigation, sewage and pumps.
15%	Performs and assists in fabrication and welding, automotive and equipment repairs, and operation. As needed, may help with the maintenance of other systems such as flushing toilets or any other duty as required by a warm shutdown facility.
15%	Maintains accountability of tools, keys and equipment used in the performance of required duties. Maintain daily work reports, work orders, timekeeping; estimates and requisitions materials and supplies; documents building inspections and provides verbal/written reports to supervision.
5%	Maintains safety and security of the facility, conducts inspections of buildings, grounds, fence line, equipment, and all other facility assets to monitor against vandalism and theft. Participates in safety meetings and encourages the prevention of accidents and injuries. Attends staff meetings and carries emergency communications.
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.

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.
- Travel throughout the State and/or work overtime is required.
- Possession of a valid California Driver's License, Class C.

CONSEQUENCE OF ERROR

- Consequences of error may cause project delays requiring costly redesign or change orders to complete, and proposed projects are improperly scoped requiring additional funds to complete or cannot be completed as approved. 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
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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
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