CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California State Prison-Corcoran	084-216-6534-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Electrician III, CF			
California Department of Corrections and Rehabilitation Division of Adult Institutions Business Services	WORKING TITLE Electrician III, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	FT / P	R12	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Plant Operations				

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

Under the direction of the Supervisor of Building Trades, the Electrician III plans, lays out, directs, and inspects the work of a group of Electricians and other workers engaged in installation, maintenance and repair of electrical apparatus and equipment; makes rough sketches of and estimates the cost of minor electrical installations; advises in the selection of electrical materials; demonstrates the best method of doing electrical work and sees that the work is done according to plans and specifications and is properly correlated with other trades; supervises the maintenance of an electrical shop, and the care and maintenance of electrical tools and equipment; keeps records and makes reports; instructs and leads skilled and unskilled assistants.

GENERAL STATEMENT

This position has the responsibility for maintenance of the buildings, utilities, and equipment throughout the Institution.
Hours of work: 0700-1600 M-TH; 0700 – 1500 Alt. FRI (Lunch is taken on the job) (9/8/80)
Regular Days Off: Saturday/Sunday/Holidays/Alternating Fridays
This schedule will apply after probation is completed

% 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%	Maintains all electrical systems, single and three phase, all associated transformers, switches, switch gear, controls, emergency electrical systems, underground and overhead distribution lines/transformers, pole-mounted cutouts and other pole-mounted equipment. These systems are up to and including 12,000 volt power distribution systems. Assist other trades in trouble shooting and electrical repair of their associated electrical equipment. Maintains all communication systems for public address, fire alarms, smoke detectors and all associated electrical equipment, including electric doors.
30%	Installs and maintains conduit/raceway runs as prescribed by applicable California Administrative Code and National Electric Code/other associated electrical equipment by modifying, updating and reconstructing facilities or equipment. Services, repairs, adjusts and makes recommendations on all other electrical operated equipment utilized in all areas of the facility to include, but not limited to main kitchen, laundry, central supply, surgery, dental, power plant, time clocks, burglar alarms, domestic water well/booster pumps, exit lights and all emergency lighting.
15%	Maintain electrical shop inventories and records of repair parts and supplies. Receive and stock supplies. Prepare and submit purchase requisitions in the Business Information System (BIS) for the repair of institutional equipment necessary for ongoing maintenance and projects.
10%	Leads electric shop, issues work orders, keep incarcerated workers time, and maintains records. Submit to Plant Operations Office a completed daily work order report for time accountability. Other duties as required.
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 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, nonemployees, and employees shall be made aware of this.

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 A COPY OF THIS DUTY STATEMENT.*

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