CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

☐ PROPOSED

POSITION DUTY STATEMENT - General

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)				MCR / HCR
Salinas Valley State Prison	936-216-6763-XXX				
DIVISION / UNIT	CLASSIFICATION TITLE				
	Supervisor of Building Trades-CF				
	WORKING TITLE				
Plant Operations Business Services	Supervisor of Building Trades-CF				
	TIME BASE / TENURE	CBID	WWG	COI	
	PFT	S12	2	Yes ☒ No ☐	
LOCATION	INCUMBENT			EFFECTIVE DATE	
Soledad, CA					

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

SVSP Plant Operations maintains and repairs all physical structures and grounds of the institution

GENERAL STATEMENT

Under general direction of the Correctional Plant Supervisor, coordinates and supervises the repair, maintenance and minor construction work of buildings and structures. Maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or other or to property; maintains security of working areas and work materials; inspects premises and searches incarcerated persons for contraband such as weapons or illegal drugs. May be required to undergo a physical and pulmonary examination for the respirator program, participate in confined space training/entry and asbestos abatement, and be certified and participate in the Backflow Prevention Program.

% 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%	Provide direct supervision for various shops, i.e., plumbing, electric, carpentry, painting, etc. Lay out, assign and review the work of building tradespersons such as carpenters, plumbers, electricians, painters, maintenance mechanics, and other BU-12 staff. Assist in preparation and monitoring of Plant Operations budget related to the building trades. Estimate labor and materials for special projects. Schedule and coordinate the flow of materials so that order of work job progress is properly maintained. Monitors security of work area, materials and tool control. Supervise inmates.
20 %	Administer contracts and service agreements. Prepare, scope, specifications and estimates for various construction and contract projects. Survey facility to ensure compliance with all existing licensing, environmental and code requirements. Coordinate activities of outside contractors with program staff to ensure minimum conflict. Orders materials while maintaining, understanding and implementing all proper procurement procedures.
15%	Evaluate staff performance and take or recommend appropriate action. Act as timekeeper, write probation and performance reports. Write reports and justifications for staffing. Ensure that incarcerated persons time and pay records are being reported accurately. Conduct counseling sessions and staff meetings. Attend staff meetings and prepare reports for same.
10%	Enforce Health and Safety Codes, organize Safety meetings, ensure clean and orderly condition of Plant Operations Shops and related equipment rooms. Train SB 198, Right to Know and Hazard Communications Program.
10%	Enforce security, key control and tool control, rules and procedures, supervise inmate conduct, maintain inmate record, search incarcerated persons and worksites for contraband, maintain inmate accountability and security
10%	Perform 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