

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano	POSITION NUMBER (Agency-Unit-Class-Serial) 674-216-6699-003	MCR / HCR 1	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Chief Engineer I (CF)		
	WORKING TITLE Chief Engineer I (CF)		
	TIME BASE / TENURE P/FT	CBID S13	WWG 2
LOCATION Vacaville, California	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT			
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</p>			
DIVISION OVERVIEW			
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.			
GENERAL STATEMENT			
Under the general direction of the Correctional Plant Supervisor, the Chief Engineer I is responsible for the repair, maintenance and operation of the institution kitchen equipment, power plant wastewater, heating, ventilation, and air conditioning.			

% 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%	Plan, assign and supervise the Stationary Engineers and Maintenance Mechanics. Plan and oversee the operation and repair of heating, ventilation, refrigeration, air conditioning, boilers, kitchen equipment, and general mechanical maintenance. Indirect supervision of other mechanical and trade shops in the overall operation and repair of the physical plant, supervises, assign, distributes and tracks corrective and preventative maintenance work orders as required	
30%	Prepares Capital Outlay Budget Change Proposals, Section 6 Project Requests, In-house Project Requests, Contracts, equipment replacement, and cost estimates. Prepares required reports for regulatory agencies. Provides coverage for supervisors during their absence.	
20%	Evaluate staff performance and take or recommend appropriate action; prepare requisitions for materials, equipment, and maintenance supplies; responsible for the clean and orderly condition of maintenance shops and related equipment rooms; keep or direct the keeping of charts and records; prepare reports; supervise work orders as required. Train staff in environmental and health and safety issues. Conduct and/or attend staff meetings	
15%	Supervise the conduct of incarcerated population; conduct searches of work sites and incarcerated population for contraband. The Chief Engineer I follows all applicable safety/security rules and regulations as set forth by SB198 guidelines and the Departmental Operations Manual. This includes, but not limited to, Tool Control, Searches and Personal Conduct.	
SPECIAL PERSONAL CHARACTERISTICS		
<ul style="list-style-type: none">• 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		
<ul style="list-style-type: none">• 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		
<ul style="list-style-type: none">• 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:		
<ul style="list-style-type: none">• <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:		
<ul style="list-style-type: none">• <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