DUTY STATEMENT

CALCTRA
Career Training | Quality Products | Changed Lives

1. Institution/Division/Office: LAC Cleaning Products			
2. Enterprise/Unit: Maintenance & Repair			
3. Classification Title: Skilled Laborer			
4. Working Title: Skilled Laborer			
5. Position Number (Agency-Unit-Class-Serial)**:** 399-430-6212-004	**6. CBID:** R12	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** Kings
9. Tenure: Limited Term		**10. Time Base:** Full-Time	
11. License Requirement: Class C		**12. Endorsement Requirement:** N/A	
13. Retirement Category: Safety		**14. Work Schedule:** Monday – Friday, 0700 - 1530	
15. Incumbent Name (If known)**:** Vacant (LT)		**15a. Effective Date:**	

16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under the supervision of the Prison Industry Manager (General) of Maintenance and Repair at Central Office, the reporting location for this position will be located at CSP Corcoran State Prison (COR) and will provide coverage in the Central region of California and other areas within California as needed, this position is responsible for necessary on-site labor and maintenance service for customers purchasing various products manufactured by CALCTRA, including but not limited to modular office systems, office furniture, and chemical dispensers and performing minor building maintenance and repairs for Healthcare Facilities Maintenance (HFM) within their contracted areas located within the California Department of Corrections and Rehabilitation (CDCR). Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.

17. Percentage (%) of time performing duties:	**18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.**
35%	**ESSENTIAL FUNCTIONS** Performs maintenance and/or repairs for Healthcare Facilities Maintenance (HFM) services at various customer sites located within the California Department of Corrections and Rehabilitation (CDCR) facilities and within the Incarcerated Individual population. Extended overnight travel may be necessary. Determines if labor and/or repair can be accomplished as standard minor maintenance or if the local Plant Operations must be contacted to conduct the repairs. Will communicate with HFM to make necessary arrangements to have maintenance/repairs completed. Documents all time and materials used to perform maintenance/repairs. Performs clean-up after a service has been completed. *(Essential Functions Continued on Page 2)*

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	ESSENTIAL FUNCTIONS
30%	Provides miscellaneous labor and maintenance and/or repair to CALCTRA furniture products and removal/install and preventative maintenance to CALCTRA chemical dispensers located at various customer locations throughout the state, which may include various customer sites located within the California Department of Corrections and Rehabilitation (CDCR) facilities and within the Incarcerated Individual population. Includes labor and repair to office furniture (desks, chairs, bookcases, file cabinets) and modular at the site, if it is determined the labor and/or repair cannot be accomplished onsite, arrangements will be made to return item to the appropriate repair location. If repair is completed on site, ensures repair is complete and clean-up is performed. Extended overnight travel may be necessary.
20%	Drives State assigned repair van with appropriate inventory of work tools, materials, supplies, and equipment to site location; works from plans and specifications; selects and uses proper tools; carries out oral and written directions. Performs data entry on Excel spreadsheets, MP2 database, and ERPLx.
5%	Ensures a proper level of inventory of materials and supplies, tools, and equipment to perform labor and repair services. Maintains tools and equipment in good working condition. Adheres to the same tool control policies and procedures that apply to the California Department of Corrections and Rehabilitation (CDCR) as indicated in the DOM.
5%	Maintains necessary work orders and logs for all jobs performed to include date of customer request, name of customer, description of service requested, date service performed, date of completion, etc. Follow-up to ensure customer satisfaction of services performed.
	(Marginal Functions on Page 3)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	MARGINAL FUNCTIONS
5%	Performs other duties as directed by Supervisor.

(Expectations & Requirements on Page 4)

ADDITIONAL EXPECTATIONS

Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Correctional Training and Rehabilitation Authority enterprise or program; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs. This position requires a Class C Driver License. This position requires travel up to 85% of the time.

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant (LT)	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: William Nalls	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NO 1-8-2026		