DUTY STATEMENT

CALCTRA
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1. Institution/Division/Office: CSP-Corcoran (COR)/Operations/CALCTRA			
2. Enterprise/Unit: Maintenance & Repair			
3. Classification Title: Industrial Supervisor, Prison Industries (Maintenance & Repair)			
4. Working Title: Industrial Supervisor, Prison Industries (Maintenance & Repair)			
5. Position Number (Agency-Unit-Class-Serial): 073-450-7215-001	**6. CBID:** R12	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** Kings County
9. Tenure: Limited Term		**10. Time Base:** Full-Time	
11. License Requirement: N/A - Not Applicable		**12. Endorsement Requirement:**	
13. Retirement Category: Safety		**14. Work Schedule:** Monday - Friday; 0700-1500	
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 direction of the Prison Industries Superintendent II (Maintenance & Repair), this position is responsible for necessary maintenance and repair at all CALCTRA enterprises. The incumbent in this position will maintain facilities, perform the required work as needed at each enterprise as well as utilize incarcerated individual workers when possible in the factory maintenance functions at CALCTRA enterprises. 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.**
40%	**ESSENTIAL FUNCTIONS** Performs or supervises repairs and installation at all CALCTRA enterprises but not limited to preventative maintenance. Repair and/or replacement of machines, equipment, utilities, plumbing, electrical, buildings and all other tasks as listed in the job description. Works independently performing duties such as; make rough shop drawings and repairs estimates of the cost of minor repairs and installation, assists with construction projects and other assigned tasks. Assist other CALCTRA enterprises throughout the state in performing maintenance and repair requirements, as needed to prevent loss of production. Responsible for material control, tool control and to ensure the successful ongoing operation of each industry. As needed supervise and/or work along with incarcerated individuals in above-mentioned work tasks; maintains a safe work environment and make periodic safety inspections; keeps operation, service and repair manuals updated and in good order; practice good housekeeping in all areas under his/her control. *(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
25%	Install, troubleshoot, and repair boilers and refrigeration systems in various commercial and industrial settings. Conduct routine maintenance checks, inspections, and servicing of boilers and refrigeration equipment to ensure optimal performance and prevent system failures. Analyze and diagnose issues with boilers and refrigeration systems and identify appropriate solutions to repair or replace faulty components. Inspect and test boilers and refrigeration units for compliance with safety and environmental regulations, ensuring adherence to industry standards and legal requirements. Keep up to date with industry trends and advancements in boiler and refrigeration technology.
15%	The incumbent will be required to assist the Lead Manager/Administrator/Health and Safety Coordinator with implementing and/or monitoring health and safety programs. Responsible for operation and maintaining the MP2 Maintenance Program as needed. ensures safety standards and compliance with regulatory agencies including CALOSHA; responsible for the hazardous waste and toxic material control program.
10%	Prepare and maintain the control and inventory of tools, volatile substances and shop machinery used daily in the service and repair of all equipment; prepare written reports, documents and requisitions and maintain records and files as required by CALCTRA and the Department of Corrections and Rehabilitation (CDCR).
5%	Keeps apprised of new developments and techniques in equipment maintenance. Keeps apprised of institution and department rules and regulations. Attends mandatory and in-service training classes.
	(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 required relating to this classification.

(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

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: Shad Rocha	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: TS 10/22/2026		