**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER (Agency-Unit-Class-Serial) | | | MCR / HCR |
|---|---|---|---|---|
| North Kern State Prison | 182-216-6545-XXX | | | 1 |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Plumber III, C.F. | | | |
| | WORKING TITLE | | | |
| Division of Adult Institutions/Plant Operations | Plumber III, C.F. | | | |
| | TENURE/TIME BASE | CBID | WWG | COI |
| | PERM or LT/FT | R12 | 2 | Yes ☐ No ☒ |
| | **WORK DAYS:** MONDAY – FRIDAY | | | **RDO's:** SAT/SUN/HOL |
| | **WORK HOURS:** 0800-1600 | | | |
| LOCATION | INCUMBENT | | | EFFECTIVE DATE |
| Delano, 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**

Facility Operations Division is committed to ensuring the operation of safe and secure Institutional settings for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority, various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions.

The Reception Centers' mission is to safely and securely house and process incoming incarcerated people by compiling and evaluating their criminal records, life histories, medical, dental, physiological, mental health histories, and social histories to determine their custody score and identify any specific placements needs for appropriate institution assignment.

**GENERAL STATEMENT**

This is a full journey lead worker level position. Under the general direction of the Supervisor of Building Trades, C.F. (SBT), the Plumber III, C.F. plans, lays out, leads and inspects the work of a crew of plumbers and other workers engaged in plumbing installation and repair work. The Plumber III advises in the selection of plumbing materials; requisitions plumbing materials and supplies; see that work is carried out according to plans and specifications and is properly correlated with other trades; ensures safety regulations are followed. At North Kern State Prison, the Plumber III is responsible for shop duties, backflows, CTC, and assists all yard projects. All personnel are subject to call backs and may be required to work overtime, after hours, weekends, and holidays. If an emergency arises and no other qualified personnel are available, you may be redirected to respond and make the necessary repairs.

| % 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. |
|---|---|
| | **DUTIES:** |
| 55% | Primary responsibilities include laying out and directing work for new construction, assisting with the work of installing, maintaining, inspecting, and repairing standard plumbing equipment used in water, gas, sewage and fire control equipment throughout the institution. Instructs and works with small crews, prepare working sketches, and estimates for needed plumbing equipment and materials, installs and repairs pumps, directs Plumber II's and incarcerated workers in all the above ensuring work is carried out according to plans and specifications and is properly correlated with other trades and following safety regulations. |
| 30% | Prepare purchase requests, receive supplies, maintain inventories and their records; perform tool and key control procedures; perform materials and chemical procedures; maintain incarcerated worker timekeeping records; prepare incarcerated persons (IP) work reports; maintain incarcerated worker accountability; maintain security programs; and provide safety training to enforce safety regulations. |
| 10% | Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs. Complete job-related paperwork such as work orders, daily work log, and the weekly CDCR-2186 worksheet. Attend annual In-Service Training classes, mandatory safety training and perform additional 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. |

**SEXUAL HARASSMENT POLICY:**

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: _____

**CODE OF CONDUCT:**

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and their families, supervised persons, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

**INCOMPATIBLE ACTIVITIES:**

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage activities for profit using State facilities, materials or time.

Initial: _____

**NEPOTISM /FRATERNIZATION POLICY:**

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25.

Initial: _____

**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**

- 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 |
|---|---|---|
| | | |