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
MULE CREEK STATE PRISON	025-216-6545-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	PLUMBER III, CF			
	WORKING TITLE			
DIVISION OF ADULT INSTITUTIONS	PLUMBER III, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R12	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
IONE, CA – AMADOR COUNTY				

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

This is the lead worker level. Incumbents plan, lay out, lead and inspect the work of a crew of plumbers and other workers engaged in plumbing installation and repair work; advise in the selection of plumbing materials; requisition plumbing materials and supplies; see that work is carried out according to plans and specifications and is properly correlated with other trades; see that safety regulations are followed.

GENERAL STATEMENT

Under the direction of the Supervisor of Building Trades, the Plumber III installs, maintains, inspects, and repairs various types of standard plumbing equipment. The position is also responsible for maintaining order, supervising the conduct of incarcerated people, and protecting the safety of persons or property.

% 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%	As a lead worker, the Plumber III plans, schedules, and inspects the work of a group of Plumbers engaged in the installation and repair of plumbing systems; makes rough sketches and estimates the cost of projects; draws and interprets blueprints and diagrams; provides input in the selection of plumbing equipment and materials; ensures that work is done according to plans and specifications, and that safety regulations are followed.
25%	Installs, maintains and repairs plumbing equipment concerned with water, gas, oil, sewage, storm water, compressed air, fire control, and steam systems; installs and repairs pumps.
20%	Required to perform preventive maintenance to all plumbing systems, as mandated by the Department of Corrections, to ensure its efficient, continuous operation, with minimal impact to institutional programs and services.
10%	Maintains accountability of tools, keys, and power equipment used in the performance of required duties. Performs daily tool checks, completes inventory checklists, and maintains accountability of hazardous materials. The Plumber III is also responsible for ordering parts and materials that are needed to complete repairs, as well as preparing cost estimates. The Plumber will complete paperwork including personal time sheets, incarcerated people's timecards, and incarcerated people's work supervisor's reports (when incarcerated people's labor is utilized). Maintains accurate records of time and materials used daily in performing equipment repairs.
5%	Required to obtain a combination of 40 hours per year of In-Service Training and On-the-Job Training. This will consist of Safe Workplace Practices Training in accordance with the established Injury and Illness Prevention Program. Required to participate in safety meetings, provide safety-related training to incarcerated workers, and encourage the prevention of accidents and injuries.
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.

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