CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California Health Care Facility (CHCF)	190-216-6545-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Plumber III, Correctional Facility			
	WORKING TITLE			
Division of Adult Institutions Plant Operations	Plumber III, Correctional Facility			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, 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

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

GENERAL STATEMENT

Under the supervision of the Supervisor of Building Trades CF, the Plumber III position performs the more complex Plumbing duties, to include establishing and directing work for new construction, supervising and assisting crews in the maintenance, inspection and repair of standard plumbing equipment for water, gas, oil, sewage, fire control and pumps throughout the institution and various outbuildings. This position is responsible for the effective training, instruction and oversight of incarcerated person crews and subordinate plumbing staff such as Plumber I's and II''s and/or staff, skilled and unskilled (Training & Development - T&D,

Apprentice, or Lateral) staff, and/or incarcerated people assigned to the shop or under his/her direction. Special projects and other duties as assigned.

% 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.
25%	Primary responsibilities include but are not limited to such areas as 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, oil, sewage and fire control equipment, instructs, supervises and works with small crews, supervises the maintenance of plumbing shop, prepare working sketches and estimates for needed plumbing equipment and materials, installs and repairs pumps, performs plumbing in dorms, wings, shops, buildings, residences and incarcerated people conjugal visiting apartments and trailers excluding mobile home park trailers, Isometric drawings, directs Plumber II, Plumbers I and incarcerated people in all of the above: subject to emergency call-backs.
25%	Training: Monitor incarcerated person plumbers and staff plumbers; safety training for incarcerated person plumbers and plumber helpers.
20%	Materials and Supplies: Orders and maintains necessary materials and supplies to support a continuing upkeep and preventive maintenance program on living units, buildings, culinary, bakery and laundry. Inventory and ordering of supplies and materials.
10%	Cleaning Stations: Responsible for laying out cleaning stations for incarcerated person workers, drafting a continuing maintenance upkeep and repair program for areas pertaining to his responsibility, maintaining and upkeep of shop area and utility rooms.
5%	Emergency Call Sheet for Incarcerated person (Plumbing). Provide and update call sheet for plumbing incarcerated person and staff plumbers.
5%	Safety: Ensure that all safety orders are abided by such as all rules are met as prescribed by OSHA, ensure fire prevention equipment is up-to-date and functional, ensure all rules required by the Division of Industrial Safety are abided by.
5%	Institution Security: Ensure that all security procedures are followed such as proper tool and key control, hot lockers and storerooms, proper storage of acids, chemical and gases, security of gates and fences. Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
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. Other duties and special projects as assigned.

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