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
Salinas Valley State Prison	936-216-6713-XXX		
DIVISION / UNIT	CLASSIFICATION TITLE		
	Stationary Engineer, CF		
	WORKING TITLE		
Business Services (RDO'S-SAT, SUN & Holidays)	Stationary Engineer, CF		
	TIME BASE / TENURE	CBID	WWG	COI
		R13	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE
Soledad, 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

Institution Wide (ALL AREAS). This position has the responsibility for maintenance of the buildings, utilities and equipment throughout this institution.

GENERAL STATEMENT

Under general directions, performs maintenance and repair of the heating, cooling, plumbing, electronics, refrigeration, water, sewer, steam, and electrical as well as other mechanical power equipment of a State institution or a small group of State buildings; may instruct, lead and/or supervise incarcerated workers; does other related work.

% 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.

75%	Operates, maintains, and repairs heating, ventilation, plumbing, sewer, electronics, electrical systems, air compressors, water treatment and air conditioning systems including compressors, condensers, evaporators, and indirect and direct cooling systems including motors of any size. Maintain and repair freezer and refrigeration walk-in units, reach-in refrigeration units, ice machines, cooking equipment, ovens, food conveyors, dishwashers, hot food carts, etc. Maintain and repair the hot water loop heating system, including pumps, valves, heat exchangers and piping and must be able to use all of the tools associated within this trade including large wrenches, refrigeration test equipment, refrigerant reclaim systems, electrical test equipment and hand tools. Must possess the required license for working on sealed refrigeration systems. Must be able to maintain and repair electrical and pneumatic control systems. Operate and maintain boilers, high pressure steam piping and associated equipment. May be required to supervise inmates. For each task completed, accurately document actions taken, time and materials used on each work order and turn into your supervisor on a daily basis.
10%	Maintain a preventive maintenance system, for the above equipment. Maintain inventories and records of repairs, parts and supplies, receive and stock supplies and repair parts. Create and submit complete purchase requisition documents to your supervisor as required for materials to maintain SVSP.
10%	Maintain tool control for security and inventory. Enforce safety regulations, perform other work as required.
5%	Attend In-Service Training, obtain On-the-Job Training, attend safety meetings, and train others as necessary. Familiarize self and train inmates in SB198, Right to Know, and Hazard Communication Program. Performs other work as required and assists other crafts person's of the needs Salinas Valley State Prison dictates. Submit to Plant Operations Office a completed Daily Work Order Report for time accountability.

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

- Example: 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