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	936-216-6545-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Plumber III, CF			
	WORKING TITLE			
Plant Operations	Plumber III, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R12	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

Maintains order and supervises the conduct of people committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these people to themselves or others or to property; maintains security of working areas and work materials.

GENERAL STATEMENT

Under the direction of the Supervisor of Building Trades, the Plumber III will be utilized to install, maintain, repair plumbing systems and to assist other trades with Plumbing repair and projects. May be required to undergo a physical and pulmonary examination for the respirator program. May be required to participate on an asbestos and/or lead program with proper training and the Confine Space Entry Program. May be required to be certified in aerial lift operations.

% 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.
40%	Administer all applicable codes. Stocks, installs, maintains and repairs plumbing and plumbing equipment. Maintains domestic water and piping to all buildings. Maintains, cleans and repairs all sanitary sewer waste systems from buildings to outfall at bar screen. Inspects, maintains and repairs natural gas, steam and condensate systems. Maintains, repairs and cleans storm drainage systems. Keeps daily work order log and completes work order forms daily. Escorts outside contractors and coordinates work schedules. Interrelates with various vendors. Requisitions and purchases of supplies and equipment. Provides guidance and assistance for the Plumber II's. Provides for training needs and development of subordinate staff and inmates. Designs and constructs specialty items to meet the needs of the institution.
25 %	Supervise, instruct and work with incarcerated persons crew in installation of new equipment or alteration of plumbing systems on board the facility.
10%	Maintain tool control (security and inventory), search inmates and worksites for contraband, maintain incarcerated persons accountability and security.
10%	For each task completed, document actions taken, and time and materials used on a work order and turn into your supervisor daily Maintain plumbing shop inventories and records of repair parts and supplies, receive and stock supplies, create and submit complete purchase requisition documents to your supervisor as required for materials to maintain SVSP.
5%	Attend In-Service Training, obtain On-the-Job Training, attend safety meetings, train others as necessary. Familiarize self and train IP in SB198, Right to Know, and Hazard Communication Program. Performs other work as required and assists other crafts people of the needs Salinas Valley State Prison dictates. Submit to Plant Operations Office a completed Daily Work Order Report for time accountability.
5%	Prepare IP work reports, maintain IP timekeeping records, provide IP safety training and enforce safety regulations.
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 should 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