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
CENTINELA STATE PRISON (CEN)	403-216-6763-002			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor of Building Trades, Correctional Facility			
	WORKING TITLE			
Division of Adult Institutions / California Department of Corrections and Rehabilitation	Supervisor of Building Trades, Correctional Facility			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S12	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
PLANT OPERATIONS – PLANT OPERATIONS OFFICE				

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

The mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.

GENERAL STATEMENT

Under the direction of the Correctional Plant Supervisor, the Supervisor of Building Trades will include supervision of the Plumbers and Carpenters throughout the institution. Schedule material flow and staff work assignments; maintain orderly job progress to ensure that projects are carried out according to plans and specifications; maintain orderly records, prepare reports, write Budget

Concept Papers (BCP), Capital Outlay Budget Change Proposals (COBCP), Special Repair Projects (SRP) and Section 6's. Write contract specifications, requisition supplies, materials, tools and equipment; prepare work orders, cost estimates of labor and materials for projects; assign and supervise the work employees engaged in maintenance and repair of building facilities, mechanical and electrical equipment as applicable; review and approve vacation and sick leave requests, prepares probationary and annual performance reports; meet daily with staff to review and discuss current workloads. Maintains and monitors the daily staff sign-in sheets; maintains order and supervises the conduct of people committed to the Department of Corrections; prevents escapes and injuries by these people to themselves, others or to property; maintains security in working areas and materials. Maintain a safety consciousness and awareness with specific attention to factors such as phone numbers to dial in emergency situations, familiarize yourself with alternate measures of summoning aid when the telephone is not available, know the location of the nearest fire extinguisher at locations where you spend most of your time, correct or report any safety hazards that you observe and use common sense in resolving safety problems, and know the location of the nearest breakaway gurney.

% 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%	Supervision of the Plumbers and Carpenters. Assigns and supervises the work of employees engaged in the installation, maintenance and repair of buildings throughout Centinela State Prison.
30%	Prepares reports, contract specifications, SRP's, Section 6's, BCP's and COBCP's. 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 a 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.
10%	Reviews and approves vacation and sick leave requests, probationary and annual performance evaluations, maintains and monitors his/her section's daily sign-in sheets. Promotion and enforcement of safety rules and regulations, including tool control.
10%	Conducts institution tours of outside contractors, vendors and outside control agencies deemed necessary by the Correctional Plant Supervisor.
10%	Requisition materials, supplies, tools and equipment, prepares work orders. Keep accurate Safety and Data Sheet and Code of Safe Practices, conduct Shop Safety Meetings (Tailgate), Bi-monthly per SB 198 and attend pertinent classes to keep current with Institution and Department policies and to ensure mandatory forty (40) hours of IST/OJT as required per year. 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.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: The Supervisor of Building Trades (SBT) supervises Plumbers and Carpenters. However, the SBT may be called upon to supervise additional subordinate staff in the absence of other supervisors.

INCARCERATED PERSON SUPERVISORY RESPONSIBILITIES: Responsible for supervising incarcerated person conduct, maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed for those incarcerated persons under his/her supervision.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Four years of experience as a journey person in one of the building trades, at least two of which shall have been in a supervisory capacity over journey person crews engage in building construction or maintenance and the repair of large buildings such as hospitals, schools, or industrial buildings.

LANGUAGE SKILLS: Ability to read and interpret documents, blueprints, drawings, and specifications, safety rules, operating and maintenance instruction, and procedural manuals; to write routine reports and correspondence; to present safety information in one-on-one and large group situations to incarcerated persons and employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals; to apply concepts of algebra and geometry; and to estimate material and labor costs.

REASONING ABILITY: Ability to assign, supervise, and inspect the work of building trades journeypersons, leadspersons, or supervisors; schedule and coordinate the work of the various trade groups required on a job; estimate material and labor requirements; analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: The ability to perform activities with a schedule, maintain regular attendance and to be punctual within specified tolerances; to complete a normal work day and/or week and perform at a consistent pace without unreasonable number and/or length of rest periods; to perform effectively when confronted with potential emergency, critical, unusual or dangerous situations.

The ability to retain awareness of potential hazards and observe appropriate precautions; to understand and remember detailed instructions; to respond appropriately to changes in the work setting.

OTHER QUALIFICATIONS: Knowledge of the methods, materials, tools, and equipment used in building construction, maintenance, and repair work; methods used in requisitioning, receiving, checking, storing, and issuing materials and supplies; principles of effective supervision; codes, rules, regulations, safety orders and safety practices applying to the various building trades.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated persons.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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 time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and wards, families of incarcerated persons and wards, parolees, 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 in activities for profit using State facilities, materials or time.

Initial: _____

COMMENTS: You have two 15-minute breaks to be taken at your worksite.

The work hours are **0700-1500, Monday through Friday. RDO'S: SAT/SUN/HOL.**

Your shop's location is the Plant Operations Office.

The SBT is expected to work independently and/or with other maintenance staff to accomplish both essential and non-essential job duties. One or more incarcerated person workers may be utilized in the performance of these duties; however, the employee must be able to meet the physical demands as described because incarcerated person workers are not always available. Due to security requirements, incarcerated people are not permitted to work on the building rooftops, in any of the equipment rooms located within the maximum-security compound or in the housing control units. Also, incarcerated person workers are not available during periods of lockdown or times of institutional emergencies.

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 WITH A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE