

EDITED TASK LISTING

CLASSIFICATION: Chief Engineer I, CF

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Supervise staff and inmates engaged in the operation, maintenance and repair of Heating Ventilation and Air-conditioning systems (HVAC) and refrigeration to ensure efficiency, safety and security using the Standard Automated Preventive Maintenance System (SAPMS), California Code of Regulations (CCR) Title 8, 15, 19, 22, 23 and 24, Departmental Operations Manual (DOM) and Youth Administrative Manual (YAM) on a daily basis.
2.	Supervise staff and inmates engaged in the operation, maintenance and repair of water treatment and wastewater systems to ensure efficiency, safety and security using SAPMS, CCR Title 8, 15, 22, 23 and 24, DOM, regulatory agencies and YAM on a daily basis.
3.	Supervise staff engaged in materials management to ensure that materials are received and available for repair and maintenance using departmental forms, purchase orders/invoices and Business Information Systems (BIS) on a daily basis.
4.	Coordinate with supervisor regarding materials management to ensure that materials are received and available for repair and maintenance and within the institutional budget using departmental forms, purchase orders/invoices and BIS on a daily basis.
5.	Assign work to staff to ensure efficiency and compliance with Federal and State standards using SAPMS, CCR Title 8, 15, 19, 22, 23 and 24, National Fire Protection Association Standards (NFPA) and Design Criteria Guidelines on a daily basis.
6.	Represent the institution as a liaison between regulatory agencies (Department of Occupational Safety and Health [DOSH], Regional Water, Wastewater and Air Quality Control Boards, etc.) to ensure compliance with Federal/State/Local standards using the SAPMS, CCR Title 8, 22, 23 and 24, DOM and YAM as needed.
7.	Monitor staff's compliance with Injury and Illness Prevention Program (IIPP) and institutional security requirements (tool and key control) to ensure safety and security using CCR, DOM and YAM on a daily basis.
8.	Prepare cost estimates and justifications for project requests and/or equipment replacement to meet institutional needs using CCR Title 8, 15, 19, 22, 23 and 24, DOM and YAM as needed.
9.	Coordinate with SAPMS manager to preserve State assets and record completed maintenance using Work Request/Work Order System and Preventative Maintenance Program on a continuous basis.
10.	Assist in the preparation of fiscal and/or plant operations management reports to provide and document information using computer software as needed.
11.	Supervise the analysis of water samples and treatments for boiler feed, steam, chilled water systems, potable/non-potable water and wastewater to ensure compliance with regulatory agencies and to protect/extend the life of equipment and systems using service agreements/contracts, self-testing and SAPMS as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Supervise staff engaged in the maintenance of fire suppression systems and other fire protection equipment (e.g., alarm systems, diesel pumps, Ansul/Halon systems, etc.) to ensure safety, reliability and compliance using SAPMS, NFPA and CCR Title 8 & 24 as required.
13.	Evaluate staff performance to ensure goals, objectives and standards are being met using DOM and YAM as needed.
14.	Supervise the preparation and completion of inmate/juvenile records (e.g., work performance, time logs, safety training, etc.) to track information using Strategic Offenders Management System (SOMS), Inmate Work Training Program and IIPP on a continuous basis.
15.	Inspect all related work sites (e.g., equipment rooms, shops, vehicles, storage/tool rooms, etc.) for cleanliness and order to ensure a safe and secure work environment using Code of Safe Practices, DOM, YAM, IIPP and CCR Title 8 on a daily basis.
16.	Verify the retention of charts and records (e.g., utilities, heat/steam, wastewater, treatment water, production/usage logs, etc.) to track information, perform cost analysis and meet requirements of regulatory agencies using reporting systems as required.
17.	Act in the capacity of other supervisory staff to fulfill leadership vacancy using DOM, YAM and Institutional Operational Procedures as needed.
18.	Develop project requests (e.g., in-house, section 6, special repair projects, etc.) to meet institutional needs using departmental forms as directed.
19.	Maintain safety and security of the institution, public, staff and inmates to prevent escapes, injury by inmates to themselves/others and damage to property using DOM, YAM and CCR Title 15 on a daily basis.
20.	Supervise staff attendance by approving and monitoring sick leave usage and vacation requests to maintain an effective workforce and complete projects/assignments using Federal/State/Local standards, Institutional Operational Procedures and Memorandum of Understanding (MOU) on a daily basis.
21.	Coordinate with staff during emergencies or other situations (e.g., disturbances, natural disasters, utility disruptions, emergency exercises, etc.) to ensure safety and security using tools, equipment, policies and procedures as needed.
22.	Participate in the hiring process by conducting interviews, evaluating and recommending candidates to fill vacant positions using interpersonal communication skills and State Personnel Board rules and MOU as needed.
23.	Review and respond to departmental forms 22 and 602 inmate grievances to resolve issues, provide information and make recommendations using applicable laws, rules, regulations, policies and procedures as needed.
24.	Participate in the employee disciplinary/adverse action process to address performance issues using MOU, interpersonal communication skills, State Personnel Board rules, departmental policies and procedures and Labor Relations Office as needed.

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25.	Ensure inmates and work areas are searched for contraband (e.g., drugs, weapons, alcohol, money, etc.) by visual and/or physical search to ensure safety and security of the institution, staff, and inmates using DOM, YAM and CCR Title 15 as necessary.
26.	Obtain and review plans, schematics and scope of work documents to make necessary changes and recommendations using facility needs, as-built forms and contract requirements as needed.
27.	Ensure staff compliance with the Americans with Disabilities Act and Equal Employment Opportunity policy by monitoring, training, documenting and taking corrective action to promote a work environment free of discrimination using Federal/State/Local standards on a continuous basis.
28.	Address stressful situations in the workplace in a professional and tactful manner to promote employee health and well-being using interpersonal communication skills as needed.
29.	Communicate in a professional and effective manner with supervisors, staff and inmates to provide and obtain information and establish effective working relationships using interpersonal communication skills, DOM, CCR Title 15 and YAM at all times.
30.	Ensure compliance with Environmental Protection Agency (EPA), Section 608 Refrigerant Handling Program to ensure staff safety and prevent damage to equipment using established policies and procedures as required.