

EDITED TASK LISTING

CLASSIFICATION: CHIEF OF PLANT OPERATION II, CF

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

Task Statements	
1.	Plan the work of staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant in a medium sized state correctional facility, to ensure compliance with Federal and/or State mandates utilizing various resources (e.g., California Code of Regulations [CCR], Code of Federal Regulations, California Fire Code, etc.), on a daily basis.
2.	Organize the work of institutional staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant in a medium sized state correctional facility, to ensure compliance with Federal and/or State mandates utilizing various resources (e.g., CCR, Code of Federal Regulations, California Fire Code, etc.), effective interpersonal communication skills and etc., on a daily basis.
3.	Direct the work of institutional staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant in a medium sized state correctional facility, to ensure compliance with Federal and/or State mandates utilizing various resources (e.g., CCR, Code of Federal Regulations, California Fire Code, etc.), effective interpersonal communication skills and etc. on a daily basis.
4.	Monitor the work of institutional staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant in a medium sized state correctional facility, to ensure compliance with Federal and/or State mandates utilizing the proper tools, equipment, various resources (e.g., CCR, Code of Federal Regulations, California Fire Code, etc.), professional/personal knowledge, etc., on a daily basis.
5.	Manage staff engaged in materials management in order to ensure that materials are received and available for repair and maintenance utilizing CDCR forms, purchase orders/invoices, databases, all applicable Local, State and Federal laws, rules, regulations and codes, effective interpersonal communication skills and basic supervision skills, etc., as directed by the hiring authority on a daily basis.
6.	Inspect the maintenance, repairs and alteration of buildings, structures, roads, roofs, grounds, walkways, equipment and other related infrastructure to ensure satisfactory conditions of living and working standards, in a medium sized state correctional facility, utilizing various resources (e.g., CCR, Departmental Operation Manual [DOM], California Fire Code, etc.), as directed by the hiring authority as needed.
7.	Monitor compliance of health and safety regulations, regulatory requirements, institutional security requirements (tool and key control) and hazardous materials programs, in a medium sized state correctional facility, to produce a safe and secure environment utilizing various resources (e.g., CCR, DOM, knowledge of the programs/facilities, etc.), on a daily basis.
8.	Oversee staff in the maintenance of blueprints, equipment specifications, operational maintenance manuals and other records of the physical plant, in a medium sized state correctional facility, in order to ensure that information is accurate and updated utilizing various manuals and tools, equipment, aids, staff resources, effective interpersonal skills, and professional/personal knowledge, etc. on a as needed basis.

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

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9.	Review various written documents and administrative reports in order to maintain, repair, and plan for the appropriate maintenance of the medium sized institution, utilizing staff, preventive/corrective maintenance programs, environmental health survey, capital outlay process, professional/personal knowledge, etc. on a as daily basis.
10.	Prepare various written documents and administrative reports in order to provide various data/information to staff/management/control agencies, plan for the appropriate maintenance of the medium sized institution, utilizing effective written and interpersonal communication skills, staff expertise, research, preventive/corrective maintenance programs, professional/personal knowledge, etc. on a daily basis.
11.	Prepare cost estimates, justifications, analysis, emergency response procedures, plant operations procedures, etc., in order to ensure the medium sized institution is maintained in a safe and secure condition utilizing various resources (e.g., CCR, DOM, knowledge of the programs/facilities, etc.), as needed.
12.	Review cost estimates, justifications, analysis, emergency response procedures, plant operations procedures, etc., in order to ensure the medium sized institution is maintained in a safe and secure condition utilizing various resources (e.g., CCR, DOM, knowledge of the programs/facilities, etc.), as needed.
13.	Participate in the review and development of the Five-Year Plan, Concept Papers, Capital Outlay Budget Change Proposals and Section 6.0 Project Requests to obtain approval/secure funding for code compliance changes, mandated program changes, or medium sized facility maintenance and improvements utilizing various resources (e.g., engineering requests, policies, regulations, court mandates, etc.), as needed.
14.	Track construction and repair projects with all entities to minimize disruption to institutional programs and ensure compliance with applicable codes and design criteria utilizing various resources (e.g., CCR, Departmental Design Criteria Guidelines [DCG], project drawings and specifications, etc.) as needed.
15.	Facilitate construction and repair projects with all entities to minimize disruption to institutional programs and ensure compliance with applicable codes and design criteria utilizing various resources (e.g., CCR, DCG, project drawings and specifications, etc.) as needed.
16.	Monitor costs to ensure that plant operations provides the services necessary to maintain the physical plant and operate within budgetary authorized levels through the use of various resources (e.g., budget allotments, historical data, Schedule 9 Equipment Requests, preventive maintenance shop/warehouse stock, purchase orders, contracts, utility costs, and energy conservation measures, etc.) as directed by the hiring authority.
17.	Project costs (e.g., Schedule 9 Equipment Requests, preventive maintenance shop/warehouse stock, purchase orders, contracts, utility costs, etc.) to provide the services necessary to maintain the medium to large sized physical plant through the use of various resources (e.g., previous and current year budget allotments, invoices, contracts, historical data, etc.), as needed.

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18.	Assist in the preparation of various fiscal and/or Plant Operations management related reports to local administration and headquarters, to provide information using supportive data (e.g., expertise and researched data, etc.), as needed and/or upon request.
19.	Prepare/submit various reports to regulatory agencies (e.g., Regional Water Quality Control Board, California Air Resources Board [ARB], Federal/State/Municipal agencies, etc.) to maintain compliance with applicable laws, rules and regulations using personal computers, various software/databases, raw data, etc., as needed.
20.	Consult and respond, both verbally and written, to reports and/or notices of correction from control agency representatives (e.g., Division of the State Architect [DSA], California Division of Occupational Safety and Health [CAL-OSHA], Dept. of Health Care Services [DHCS], ARB and other regulatory agencies, etc.) in order to maintain a safe and secure environment utilizing laws, rules, regulations, effective interpersonal skills and professional/personal knowledge, etc. as required.
21.	Oversee the reoccurring budget by monitoring operational costs in order to ensure that plant operations provide the services necessary to maintain the physical plant and operate within budgetary parameters utilizing laws, rules, regulations, effective interpersonal communication skills, basic supervision skills and professional/personal knowledge on a daily basis.
22.	Represent the Department, in formal or informal settings, regarding official proceedings by acting as a subject matter expert, attending meetings and conferences in order to obtain and report information utilizing effective interpersonal communication skills, professional/personal knowledge, etc. directed by the hiring authority.
23.	Ensure that youthful offender do not perform preventive/corrective maintenance on any security system in order to maintain safety and security within the institution utilizing laws, rules, and regulations, effective interpersonal communication skills, professional/personal knowledge, etc. as directed by the DOM on a daily basis.
24.	Direct the conduct of individuals committed to the CDCR to maintain the security of work areas and materials in the performance of daily activities utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems, etc.), as dictated by departmental policy on a daily basis.
25.	Supervise the conduct of individuals committed to the CDCR to prevent escapes or injury by youthful offenders to themselves, others or property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems, etc.), as dictated by departmental policy on a daily basis.
26.	Identify/confiscate contraband (e.g., drugs, weapons, alcohol, money, etc.) by personal searches and visual inspection of the premises and youthful offender's personal possessions (e.g., clothing, locker, etc.) within established policies and procedures on a daily basis as dictated by departmental policy.

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27.	Conduct monthly meetings for individuals/groups in the appropriate interpretation and application of policies, procedures, trends, knowledge and safety awareness utilizing various methods (e.g., classroom, on the job, etc.) as needed for successful job performance and regulatory compliance as dictated by departmental policy on an as on-going basis.
28.	Provide training for staff development in order to improve job skills and promote upward mobility, utilizing various methods (e.g., classroom, on the job, etc.), on an on-going basis.
29.	Evaluate and provide feedback to employees to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board, on an as-needed basis.
30.	Prepare employee performance reports (i.e., Individual Development Plan, Report of Performance for Probationary Employee) to provide required documentation that the employee is performing or not performing the objectives/standards of the class as required by the State Personnel Board as directed by the DOM.
31.	Oversee Plant Operations staff attendance by approving and monitoring sick leave usage and vacation requests in order to produce an effective workforce and maintain positive morale utilizing effective interpersonal communication skills, basic supervision skills, State laws, rules and regulations, Bargaining Unit Agreements and Departmental policies and procedures on a daily basis.
32.	Participate in the employee correction action process in order to address issues of substandard performance by utilizing Bargaining Unit Agreements, effective interpersonal communication skills, basic supervision skills, State Personnel Board rules, Departmental policies and procedures and staff in the Labor Relations Office on an as needed basis.
33.	Initiate and/or participate in the employee disciplinary/adverse action process in order to address issues of substandard performance by utilizing Bargaining Unit Agreements, effective interpersonal communication skills, basic supervision skills, State Personnel Board rules, Departmental policies and procedures and staff in the Labor Relations Office on an as needed basis.
34.	Facilitate the hiring process by participating in interviews, evaluation and recommending candidates in order to fill identified vacant positions utilizing effective interpersonal communication skills, basic supervision skills, State Personnel Board rules, etc. in accordance with Bargaining Unit guidelines and as needed and/or directed by management.
35.	Carry out supervisory responsibilities with regard to Department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies, Memoranda of Understanding (MOU), and established guidelines/policies in order to ensure a discrimination free work environment, on an ongoing basis.

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36.	Consult with and make recommendations to management and other administrative staff on operational functions to ensure the continued efficient operation of the medium sized physical plant utilizing available resources (e.g., personal experience, staff, knowledge, etc.), as needed.
37.	Assist in the coordination of plant operation support staff in response to emergencies or other forms of disruptions (e.g., youthful offender disturbances, natural disasters, utility disruptions, emergency operations exercises, etc.) to ensure the safety and security of the medium sized institution, using various tools, equipment, aids and processes, as needed as dictated by departmental policy.
38.	Review youthful offender grievances to resolve issues, provide information and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. as needed as dictated by departmental policy.
39.	Investigate youthful offender grievances to resolve issues, provide information and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. as needed as dictated by departmental policy.
40.	Respond to youthful offender grievances to resolve issues, provide information and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. as needed as dictated by departmental policy.