

EDITED TASK LISTING

CLASSIFICATION: CORRECTIONAL PLANT MANAGER I, DEPARTMENT OF CORRECTIONS

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

Task Statements	
1.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's electrical systems including the lethal electrified fence, emergency generators, security and detention systems, etc. to ensure public health and safety utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, and codes, and supervisory skills, etc. on a daily basis.
2.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's water treatment for potable water systems and waste water treatment plant to meet public health standards utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, and codes, and supervisory skills, etc. on a daily basis.
3.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's plumbing and domestic water distribution systems to ensure public health standards utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, and codes, and supervisory skills, etc. on a daily basis.
4.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's telecommunications systems and equipment to ensure public safety utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, and codes, and supervisory skills, etc. on a daily basis.
5.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's hazardous substance abatement program to ensure public health utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, and codes, and supervisory skills, etc. on a daily basis.
6.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's heating and air conditioning, ventilation and refrigeration systems and auxiliary equipment, including high/low pressure steam boilers, gas and oil furnaces, pumps, compressors, condensers, chillers and steam distribution systems to ensure efficient operation utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, and codes, and supervisory skills, etc. on a daily basis.
7.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's fire protection systems to ensure compliance utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, and codes, and supervisory skills, etc. on a daily basis.
8.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's kitchen/dining equipment to ensure public health utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, and codes, and supervisory skills, etc. on a daily basis.
9.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's structures/gates/roof tops/doors and other associated equipment to ensure public safety utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, supervisory skills, etc. on a daily basis.

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

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10.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's grounds (landscaping/irrigation systems) to ensure public safety utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, supervisory skills, etc. on a daily basis.
11.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's vehicles (electrical/gas/diesel/alternate fuel) and fuel storage/supply to ensure public health and safety utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, supervisory skills, etc. on a daily basis.
12.	Manage staff engaged in materials management to ensure that materials are received and available for repair and maintenance utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, supervisory skills, etc. on a daily basis.
13.	Manage staff engaged in the corrective/preventive maintenance and repair of the physical Plant's laundry and associated equipment to ensure public health utilizing the proper tools, equipment, all applicable Local, State, and Federal laws, rules, regulations, supervisory skills, etc. on a daily basis.
14.	Facilitate meetings between California Department of Corrections and Rehabilitation (CDCR) and outside contractors including Inmate Ward Labor and various governmental agencies to provide information utilizing effective interpersonal communication skills and professional/personal knowledge, etc. as required.
15.	Facilitate construction and repair in-house projects to minimize disruption to institutional programs and ensure compliance utilizing policies and procedures, professional/personal knowledge, etc. as needed.
16.	Oversee staff in the maintenance of blueprints, equipment specifications, operational maintenance manuals, and other records of the physical Plant to ensure accurate information utilizing various manuals and tools, equipment, supervisory skills, etc. as needed.
17.	Oversee staff in the maintenance of the bid packages and other records of the physical Plant's work completed to ensure accurate information utilizing equipment, aids, supervisory skills, etc. as needed.
18.	Respond in writing, to reports and/or notices of correction from control agency representatives (e.g., Office of State Architect, CAL-OSHA, Dept. of Public Health, etc.) to maintain a safe and secure environment utilizing the proper resources, laws, rules, regulations, etc. as required.
19.	Direct staff in the preparation of the Institution's Capital Outlay Budget Change Proposals by developing the Five-Year Plan including the Major and Minor Capital Outlay, Special Repair, Section 6.0 request, etc. to obtain approval/secure funding utilizing court mandates, supervisory skills, professional/personal knowledge, etc. as needed.
20.	Oversee the reoccurring budget to provide the necessary services utilizing laws, rules, regulations, supervisory skills, and professional/personal knowledge on a daily basis.

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21.	Inspect the maintenance, repairs, and alteration of buildings, structures, roads, roofs, and other related infrastructure to ensure they are being maintained and repaired utilizing laws, rules, regulations, etc. as needed.
22.	Act as the Administrative Officer of the Day (AOD) for the institution to ensure the continuous safety and security of the institution utilizing Departmental policies and procedures, supervisory skills, professional/personal knowledge, etc. as required.
23.	Act in the absence of the Correctional Business Manager or Associate Warden-Business Services to ensure the continued efficient operation of the Division of Business Services utilizing laws, rules, regulations, supervisory skills, professional/personal knowledge, etc. as required.
24.	Prepare written documents and administrative reports to provide various data/information to staff, management, and control agencies utilizing effective written and interpersonal communication skills, research, professional/personal knowledge, etc. on a daily basis.
25.	Review various written documents and administrative reports to maintain, repair, and plan for the appropriate maintenance of the institution utilizing preventive/corrective maintenance programs, capital outlay process, professional/personal knowledge, etc. on a daily basis.
26.	Review staff grievances and various inmate appeals to resolve issues, provide information, and make recommendations utilizing laws, rules, regulations, professional/personal knowledge, etc. on an as needed basis.
27.	Investigate staff grievances and various inmate appeals to resolve issues, provide information, and make recommendations utilizing laws, rules, regulations, professional/personal knowledge, etc. on an as needed basis.
28.	Respond to staff grievances and various inmate appeals to resolve issues, provide information, and make recommendations utilizing laws, rules, regulations, professional/personal knowledge, etc. on an as needed basis.
29.	Oversee staff and inmate accountability procedures for the Plant Operations Office to ensure safety and security utilizing first and second line Plant Operations supervisors, an up-to-date Staff Accountability Plan, training, etc. on a daily basis.
30.	Oversee staff in tracking construction and repair projects to ensure compliance utilizing laws, rules, regulations, supervisory skills, professional/personal knowledge, etc. as needed.
31.	Train staff to ensure their successful job performance utilizing classroom, appropriate equipment, on the job training, mentoring, etc. on an as needed basis.
32.	Oversee staff in training other staff/inmates to ensure successful job performance utilizing classroom, appropriate equipment, on the job training, mentoring, etc. on a daily basis.
33.	Monitor staff compliance with all Departmental policies and procedures to produce a safe and secure environment utilizing effective interpersonal communication skills, supervisory skills, laws, rules, and regulations on a daily basis.

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34.	Ensure that no inmate performs preventative/corrective maintenance on any security system to maintain safety and security within the institution utilizing laws, rules, and regulations, professional/personal knowledge, etc. on a daily basis.
35.	Evaluate the performance of Plant Operation staff to comply with employment policies utilizing effective supervisory skills, professional/personal knowledge, laws, rules, and regulations, etc. on an as needed basis.
36.	Prepare staff Individual Development Plan and Report of Performance for Probationary Employees to assess or correct employee performance utilizing Departmental policies and procedures, professional/personal knowledge, supervisory skills, etc. on an as needed basis.
37.	Represent the Department in formal or informal settings by acting as a subject matter expert to obtain and report information utilizing effective interpersonal communication skills, professional/personal knowledge, etc. on an as needed basis.
38.	Facilitate the hiring process to fill identified vacant positions utilizing effective interpersonal communication skills, supervisory skills, State Personnel Board rules, etc. as needed and/or directed by management.
39.	Participate in the employee corrective action process to address issues of substandard performance utilizing Bargaining Unit Agreements, effective interpersonal communication skills, supervisory skills, etc. on an as needed basis.
40.	Participate in the employee disciplinary/adverse action process to address issues of substandard performance utilizing Bargaining Unit Agreements, effective interpersonal communication skills, supervisory skills, etc. on an as needed basis.
41.	Oversee Plant Operations staff attendance to produce an effective workforce utilizing State laws, rules, and regulations, Bargaining Unit Agreements, and Departmental policies and procedures on a daily basis.
42.	Participate in various meetings/committees/task forces to plan, develop and implement projects utilizing effective interpersonal communication skills, professional/personal knowledge, etc. as directed by management.
43.	Carry out supervisory responsibilities to Plant Operations staff to ensure a discrimination free work environment utilizing supervisory skills, effective interpersonal communications skills, laws, rules, and regulations, etc. on a daily basis.