

EDITED TASK LISTINGS

CLASSIFICATION: CORRECTIONAL PLANT SUPERVISOR, DOC

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

Task Statements	
1.	Plans the work of CDCR's plant operations staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant, electrical systems, plumbing systems, heating, ventilation and air condition systems, domestic water and waste water treatment facilities, steam distribution systems, etc. to ensure the institution is meeting Federal, State and/or County mandates of living conditions, fire life safety, and energy conservation by utilizing California Code of Regulations, Code of Federal Regulations, California Fire Code, etc. as needed.
2.	Organizes the work of CDCR's plant operations staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant, electrical systems, plumbing systems, heating, ventilation and air condition systems, domestic water and waste water treatment facilities, steam distribution systems, etc. to ensure the institution is meeting Federal, State and/or County mandates of living conditions, fire life safety, and energy conservation by utilizing California Code of Regulations, Code of Federal Regulations, California Fire Code, etc. as needed.
3.	Directs the work of CDCR's plant operations staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant, electrical systems, plumbing systems, heating, ventilation and air condition systems, domestic water and waste water treatment facilities, steam distribution systems, etc. to ensure the institution is meeting Federal, State and/or County mandates of living conditions, fire life safety, and energy conservation by utilizing California Code of Regulations, Code of Federal Regulations, California Fire Code, etc. as needed.
4.	Monitors the work of CDCR's plant operations staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant, electrical systems, plumbing systems, heating, ventilation and air condition systems, domestic water and waste water treatment facilities, steam distribution systems, etc. to ensure the institution is meeting Federal, State and/or County mandates of living conditions, fire life safety, and energy conservation by utilizing California Code of Regulations, Code of Federal Regulations, California Fire Code, etc. as needed.
5.	Inspects the maintenance, repairs, and alteration of the infrastructure (e.g., buildings, roads, roofs, grounds, walkways, equipment, etc.) to ensure they are being maintained in a satisfactory condition of living and working standards utilizing the Standard Automated Preventive Maintenance Program, California Code of Regulations, Departmental Operation Manual, California Fire Code, American Disabilities Act, etc. as needed.

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

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6.	Monitors compliance of health and safety regulations, regulatory requirements, institutional security requirements (tool and key control), Standard Automated Preventive Maintenance Program, and hazardous materials programs to produce a safe and secure environment utilizing California Code of Regulations, Departmental Operation Manual, knowledge of the programs/facilities, American Disabilities Act, SB 198, etc. as needed.
7.	Monitor the updates of blueprints, equipment specifications, bid packages, operational maintenance manuals, and other records of the physical plant to ensure that information is accurate and current utilizing various tools, equipment, computers, aids, and staff resources, as needed.
8.	Reviews and prepares various written documents (e.g., records of meetings, reports, cost estimates, justifications, analysis, emergency response procedures, plant operations procedures) in order to maintain, repair, and plan for the appropriate maintenance of the institution utilizing staff, preventive and corrective maintenance programs, environmental health survey, capital outlay process, etc. as required.
9.	Maintain order, instruct, and supervise the conduct of individuals committed to the Department of Corrections and Rehabilitation to maintain security of work areas and materials in the performance of daily activities and to prevent escapes or injury by inmates to themselves, others or to property utilizing interpersonal skills, heightened awareness of the surroundings and various alarm systems, etc. as dictated by departmental policy.
10.	Searches inmates to identify and confiscate contraband (e.g., drugs, weapons, alcohol, money, tobacco, cell phones, etc.) by personal search of inmates and by visual inspection of premises and inmate's personal possessions (e.g., clothing, locker, work area, etc.) within established departmental policies and procedures.
11.	Conducts meetings or provide training to individuals/groups in the appropriate interpretation and application of policies and procedures to improve job skills, knowledge, and safety awareness utilizing classroom, on the job, and mentoring, etc. as needed for successful job performance and upward mobility.
12.	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.

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13.	Prepares employee performance reports (e.g., 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.
14.	Initiates and/or participates in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance utilizing knowledge, policies, procedures, etc. in accordance with Department policy.
15.	Participates in the review and development of the Five-Year Plan, Concept Papers, Capital Outlay Budget Change Proposals, Special Repair Projects, and Section 6.0 Project Requests to obtain approval/secure funding for code compliance changes, mandated program changes, or facility maintenance and improvements utilizing policies, regulations, court mandates, etc., as needed.
16.	Tracks and facilitates approved construction and repair projects to minimize disruption to institutional programs and ensure compliance with applicable codes and design criteria utilizing California Code of Regulations, Departmental Design Criteria Guidelines, and American Disabilities Act, etc., per project drawings and specifications.
17.	Monitors budget related 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 budget allotments, historical data, corrective and preventive maintenance, shop/warehouse stock, purchase orders, contracts, utility costs, energy conservation measures, etc, per allotted budget.
18.	Projects budget related costs (e.g., Schedule 9 Equipment Requests, preventive maintenance, shop/warehouse stock, purchase orders, contracts, utility costs) to provide the services necessary to maintain the physical plant through the use of previous and current year budget allotments, invoices, contracts, historical data, etc.
19.	Facilitate the hiring process by conducting interviews to fill identified vacant positions, as directed by management in accordance with State Personnel Board Rules and Regulations.
20.	Facilitate the hiring process by evaluating and selecting candidates to fill identified vacant positions, as directed by management in accordance with State Personnel Board Rules and Regulations.

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21.	Carries out supervisory responsibilities with regard to Departmental mandates concerning Equal Employment Opportunity, American Disabilities Act, and other personnel practices as defined by departmental agencies, Memorandum of Understanding, and established departmental guidelines/policies in order to ensure a work environment that is free of discrimination.
22.	Carries out supervisory responsibilities with regard to Departmental mandates concerning Equal Employment Opportunity and other personnel practices as defined by departmental agencies, Memorandum of Understanding, and established departmental guidelines/policies in order to ensure a work environment that is free of harassment.
23.	Consults with and makes recommendations to the Correctional Plant Manager and other administrative staff on operational functions (e.g., staff resources, project status, expenditures, etc.) to ensure the continued efficient operation of the physical plant utilizing personal experience, knowledge, other staff, etc.
24.	Acts in the absence of the Correctional Plant Manager to ensure the continued efficient operation of the physical plant using personal experience, knowledge, other staff, etc.
25.	Assists in the coordination of plant operation support staff in response to emergencies or other forms of disruptions (e.g., inmate disturbances, natural disasters, utility disruptions, disturbance control, etc.) to ensure the safety and security of the institution using tools and equipment per operational procedures.
26.	Review inmate appeals (CDC 602) to ensure compliance with laws, rules, regulations, policies, procedures, etc., as needed.
27.	Investigates and responds to inmate appeals (CDC 602) to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc., as needed.
28.	Assists in the preparation of various fiscal and/or Plant Operations management related reports to local administration, headquarters, and control agencies to provide information using supportive data (expertise and researched data), as needed and/or upon request.

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29.	Ensure compliance with all regulatory agencies (e.g., Air Quality, Regional Water Quality Control Board, Dept. of Public Health, California Integrated Water Quality System [SSO], etc.) by providing training to staff to meet mandatory guidelines.
30.	Prepare and report all required documentation to regulatory agencies (e.g., Air Quality, Regional Water Quality Control Board, Dept. of Public Health, California Integrated Water Quality System [SSO], etc.), per mandated guidelines.
31.	Ensure all plant operations staff are trained and/or certified in all aspects of safety requirements in regards to confined space, boom trucks, aerial lifts, lead and asbestos abatement, electrified fence, fall protection, etc. meeting the California Code of Regulations.
32.	Ensure specific plant operations staff are trained and certified in all aspects of water treatment, water distribution, wastewater treatment, backflow prevention, cross connection, etc. meeting the California Code of Regulations, American Water Works Association, and other regulatory agencies.