

EDITED KSAPC LISTING

CLASSIFICATION: MAINTENANCE MECHANIC, CF

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of methods, materials, tools and equipment used in the operation and maintenance (preventive and corrective) of mechanical systems (e.g., welding, piping, cell door/gate repair, fence repair, kitchen equipment repair [e.g., ovens, mixers, walk-in refrigerator/freezers, etc.], in order to repair, maintain and improve buildings and equipment.
K2.	Comprehensive knowledge of methods, materials, tools and equipment used in the operation and maintenance (preventive and corrective) of plumbing systems (e.g., clear drains and sewer lines, repair water lines, install valves, fixture replacement, etc.) in order to repair, maintain and improve buildings and equipment.
K3.	Comprehensive knowledge of methods, materials, tools and equipment used in the operation and maintenance (preventive and corrective) of electrical systems (e.g., troubleshoot and repair/replace motors, lighting, various switches, cell door and gate actuators, various kitchen equipment, ground fault circuit interrupters [GFCI], assist in heating, ventilating, and air-conditioning [HVAC] installation and repair, assist with electrified fence repair, etc.) in order to repair, maintain and improve buildings and equipment.
K4.	Basic knowledge of blueprints and drawings of potential or existing systems/utilities in order to effectively locate, identify and survey areas for construction, maintenance, repair, and/or alterations.
K5.	Basic knowledge of schematics and specifications in order to effectively identify equipment operating sequences for the purpose of utilizing, installing, maintenance scheduling, troubleshooting, repairing, etc.
K6.	Basic knowledge of glazing methods and tools used in order to repair, replace, maintain and improve the buildings.
K7.	Basic knowledge of machining methods, tools and equipment in order to repair, maintain and improve the various equipment and buildings.
K8.	Basic knowledge of sheet metal work methods, tools and equipment in order to repair, maintain and improve the various equipment and buildings.
K9.	Comprehensive knowledge of welding, brazing, and cutting methods, tools and equipment in order to repair, maintain and improve the various equipment and buildings.
K10.	Basic knowledge of miscellaneous equipment operations (e.g., backhoes, aerial lifts, forklifts, etc.) in order to assist in the repair, maintenance, and/or improve the buildings, utilities, equipment, maintenance systems, etc.
K11.	Comprehensive knowledge of minor construction work (e.g., interior/exterior painting, concrete forming and finishing, door installation, building stairs and ladders, installing cabinets, etc.) in order to assist in the repair, maintenance, and/or improvement of buildings, utilities and equipment.

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

EDITED KSAPC LISTING

CLASSIFICATION: MAINTENANCE MECHANIC, CF

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

KSAPC Statements	
Knowledge of:	
K12.	Basic knowledge of major construction work (e.g., office additions, retrofits, boiler replacement, roof replacements, etc.) in order to assist in the repair, maintenance, and/or improvement of buildings, utilities and equipment.
K13.	Basic knowledge of various codes, rules, laws, regulations, departmental policies and procedures (e.g., Safety Orders of the Division of Industrial Safety [Titles 8 and 24], etc.) governing the installation, maintenance and repair of mechanical, electrical and plumbing systems in order to maintain a safe work environment and accomplish assigned tasks.
K14.	Basic knowledge of terminology governing the installation, maintenance and repair of mechanical, electrical and plumbing systems in order to accomplish assigned tasks.
K15.	Basic knowledge of cost estimates to provide accurate information for the maintenance, repair and improvement of buildings, grounds and equipment.
K16.	Comprehensive knowledge of common methods, practices and materials used in maintenance and repair of buildings and equipment in order to perform preventive maintenance and repairs.
K17.	Basic knowledge of safety and security principles and procedures as it relates to the correctional setting in order to maintain a safe and secure work environment.
K18.	Basic knowledge of training methods to provide direction to inmates to ensure the safe and efficient operation and performance of maintenance duties and other assigned tasks.
K19.	Basic knowledge of supervisory principles, practices and techniques to plan, oversee, and direct the work activities of inmates to ensure the efficient operation and performance of maintenance duties and other assigned tasks.
K20.	Basic knowledge of parts and material requisitioning to ensure efficient operation of assigned areas.
K21.	Basic arithmetic skills to compute simple calculations related to estimating materials, completing inmate time sheets, work orders, etc.

EDITED KSAPC LISTING

CLASSIFICATION: MAINTENANCE MECHANIC, CF

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

KSAPC Statements	
Ability to:	
A1.	Remain professional and rational when working with the threat of physical and/or verbal altercations by persons committed to the California Department of Corrections and Rehabilitation (CDCR).
A2.	Remain calm and focused on assigned tasks while working in an environment of excessive noise, high-voltage electricity, high-pressure steam, chemicals, extreme temperatures, etc. in order to safely and properly maintain the physical plant.
A3.	Supervise inmate conduct and take appropriate action to maintain order and protect personal and real property.
A4.	Maintain interpersonal relationships by being courteous and professional in dealing with inmates, staff and the public to gain the cooperation necessary to maintain the physical plant and to provide an orderly, safe and secure work environment.
A5.	Think and act effectively in emergency situations and evaluate the most appropriate course of corrective action to minimize disruption of program services to the institution.
A6.	Diffuse a potentially volatile situation in order to maintain a safe and secure work environment.
A7.	Adapt to changing situations and priorities with minimal disruption in order to provide a safe, secure and effective work environment.
A8.	Understand and apply mechanical concepts in order to perform various maintenance related tasks.
A9.	Work independently with minimum supervision/direction in order to effectively perform the duties of the classification.
A10.	Learn new skills, policies and procedures through the on-the-job (OJT) and in-service training (IST) process in order to effectively perform the duties of the classification.
A11.	Clean work areas, machines, equipment, and tools to maintain proper working conditions and foster a clean and safe job site.
A12.	Read and understand information and ideas presented in writing (e.g., reports, blueprints, specifications, building codes, zoning regulations) to determine work efforts necessary to complete work as designed.
A13.	Communicate information clearly and concisely, in writing, to supervisor or departmental management to accomplish work assignments.
A14.	Maintain records and reports (e.g., timesheets, daily work orders, time reports) to provide information and documentation and to comply with departmental policies.
A15.	Listen and follow oral directions to carry out assigned tasks according to directions by management.
A16.	Perform basic mathematical computations (e.g., addition, subtraction, multiplication, division, ratios) to complete work assignments.

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

EDITED KSAPC LISTING

CLASSIFICATION: MAINTENANCE MECHANIC, CF

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

KSAPC Statements	
<i>Special Personal Characteristics:</i>	
PC1.	Demonstrate superior mechanical ability in order to perform maintenance related tasks.

EDITED KSAPC LISTING

CLASSIFICATION: MAINTENANCE MECHANIC, CF

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

KSAPC Statements	
<i>Special Physical Characteristics:</i>	
PHC1.	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 inmates.
PHC2.	Manual dexterity (hand/eye coordination) in order to properly handle tools, equipment, and machinery to perform the duties of the classification.
PHC 3.	Expected to have the ability to climb stairs and ladders, push/pull/twist at the waist, crawl, lift at least 50 pounds (unassisted) in order to completed assigned tasks in the physical plant (e.g., for inspection of equipment, opening valves, movement of materials/tools, access gates and doors, crawl spaces, etc.)
PHC 4.	Stand while making some repairs to various types of equipment no longer than approximately 30 minutes for 1/3 to 2/3 of workday.
PHC 5.	Walk throughout the prison grounds to various work sites to repair equipment while performing inspections for 1/3 to 2/3 of workday.
PHC 6.	Bend or stoop to inspect/repair equipment and buildings for 1/3 to 2/3 of workday.
PHC 7.	Manipulate hand tools and parts during the majority of the day while performing repairs and preventive maintenance to the equipment for 1/3 to 2/3 of workday.
PHC 8.	Reach overhead while working on ladders (e.g., removing steel security door covers, installing conduit, performing plumbing and/or electrical repairs) for 1/3 or less of workday.
PHC 9.	Kneel/crawl while inspecting/repairing equipment or working in small or confined spaces such as attics, pipe chases, or utility vaults for 1/3 or less of workday.