

EDITED TASK LISTING

CLASSIFICATION: MAINTENANCE MECHANIC, CF

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

Task Statements	
1.	Perform mechanical and electrical repairs to cell doors/gates, fences, kitchen equipment [e.g., ovens, mixers, walk-in refrigerator/freezers, etc.], in a correctional facility setting in order to ensure safety and security of the institution by repairing, maintaining and improving the equipment and buildings utilizing Personal Protective Equipment (PPE), Uniform Building Code (UBC), California Code of Regulations (CCR) Title 8 and 15, Code of Federal Regulations (CFR), departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
2.	Inspect proper condition of mechanical systems and electrical repairs to cell doors/gates, fences, kitchen equipment [e.g., ovens, mixers, walk-in refrigerator/freezers, etc.], in a correctional facility setting in order to ensure the safety and security of the institution utilizing PPE, UBC, CCR Title 8 and 15, CFR, departmental policies and procedures, etc. under the general direction of Chief Engineer and/or Supervisor of Building Trades.
3.	Perform glazing (i.e., replacement of glass) in the correctional facility setting in order to ensure safety and security of the institution by repairing, maintaining, and improving the buildings utilizing PPE, UBC, CCR Title 8 and 15, CFR, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
4.	Inspect proper condition of glazing in the correctional facility in order to ensure safety and security of the institution utilizing SAPMS, UBC, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
5.	Maintain, repair, and/or replace electrical components such as switches and devices in cell doors, gates, lighting, control panels, receptacles, motors, kitchen equipment [e.g., ovens, mixers, walk-in refrigerators/freezers, etc.] in the correctional facility setting in order to ensure the safety and security of the institution utilizing PPE, UBC, CCR Title 8 and 15, CFR, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
6.	Inspect facility/institutional electrical systems, components, and devices using test equipment and hand tools to locate causes of breakdowns, restore power, and minimize interruption to programs and daily operations in accordance with PPE, UBC, CCR Title 8 and 15, CFR, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
7.	Perform miscellaneous plumbing work (e.g., clear drains and sewer lines, repair water lines, install valves, fixture replacement, etc.) in the correctional facility setting in order to ensure the safety and security of the institution by repairing, maintaining, and improving the equipment and buildings utilizing PPE, UBC, CCR Title 8 and 15, CFR, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.

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

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8.	Inspect proper condition of miscellaneous plumbing systems (e.g., clear drains and sewer lines, repair water lines, install valves, fixture replacement, etc.) in the correctional facility setting in order to ensure the safety and security of the institution utilizing Statewide Automated Preventative Maintenance System (SAPMS), UBC, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
9.	Perform miscellaneous metal fabrication work (e.g., welding, sheet metal work, brazing, stainless steel work, etc.) in the correctional facility setting in order to ensure the safety and security of the institution by repairing, maintaining, and improving equipment and buildings utilizing PPE, UBC, CCR Title 8 and 15, CFR, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
10.	Perform equipment operations (e.g., scissor lifts, backhoes, aerial lifts, forklifts, etc.) in the correctional facility setting to ensure the safety and security of the institution by assisting in the repair, maintenance, and/or improvement of the buildings, utilities, equipment, maintenance systems, etc. utilizing PPE, UBC, CCR Title 8 and 15, CFR, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
11.	Perform minor building construction (e.g., interior/exterior painting, concrete forming and finishing, door installation, building stairs and ladders, install cabinets, etc.) in the correctional facility setting to ensure the safety and security of the institution by assisting in the repair, maintenance, and/or improvement of the buildings, grounds, curbing, etc. utilizing plans and specifications, blueprints, As-Built Schematics, proper tools and materials, PPE, UBC, CCR Title 8 and 15, CFR, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
12.	Scrape, sand and fill damaged surfaces for priming/painting buildings, structures, and fixtures (e.g., sheet rock, doors/frames, and window trim, etc.) to meet institutional program security needs, federal and state mandates, etc., utilizing resources (e.g., Hazardous Material Guidelines, Injury Illness and Prevention Program [IIPP], etc.) as needed.
13.	Supervise inmates to carry out repairs and preventive maintenance work orders to ensure the safety and security of the institution by demonstrating the proper repair and maintenance methods utilizing Code of Safe Practices, IIPP, Safety Data Sheets (SDS), Operators Manuals, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.

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14.	Estimate cost of parts, materials and time needed in the repair and maintenance of equipment and buildings by utilizing Business Information System (BIS), catalogs, internet, etc. in order to maintain inventories to complete SAPMS work orders and emergency repairs minimizing institutional daily operational programs downtime under the general direction of the Chief Engineer and/or Supervisor of Building Trades as needed.
15.	Keep accurate inventories of materials, supplies, shop equipment and tools needed in the repair and maintenance of equipment and buildings by utilizing forms and procedures, etc. in accordance with Department Operations Manual (DOM), CCR Title 15, departmental policies and procedures, laws, rules and regulations under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
16.	Maintain timekeeping through the Strategic Offender Management System (SOMS) and safety training records to provide information to management for departmental use and maintain safety and security of the institution utilizing DOM, CCR Title 15, departmental policies and procedures, laws, rules and regulations under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
17.	Ensure tools/equipment are properly maintained to prevent injuries and down time, and produce efficient completion of preventive and demand work orders, utilizing CCR Title 15, DOM, IIPP, Cal-OSHA, Equipment Operational Manual, institutional operational procedures, communication with manufacturers, broken tool reports, etc., under the general direction of the Chief Engineer and/or Supervisor of Building Trades on a daily basis.
18.	Maintain tool inventory in order to ensure the safety and security of the institution by utilizing a scheduled and random tool count, writing information in the tool control inventory log (name, date, time, and article) and by using a color coded shadow board and chit system for the issuance of tools per DOM, departmental policies and procedures, etc., under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
19.	Maintain the safety and security of persons and property, to prevent escape of and injury by persons committed to the California Department of Corrections and Rehabilitation (CDCR) to themselves or others or to property in accordance with the DOM, departmental policies and procedures, CCR Title 15, etc., under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
20.	Inspect premises and search inmates for contraband (e.g., weapons or illegal drugs, etc.) to ensure the safety and security of the institution and public utilizing laws, rules, regulations, departmental policies and procedures, etc. under the direction of the Chief Engineer and/or Supervisor of Building Trades.

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21.	Maintain order and supervise the conduct of persons committed to the CDCR to produce a safe and productive work environment utilizing the DOM, CCR Title 15, and departmental policies and procedures under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
22.	Inspect work area for fire/safety hazards/contraband in order to maintain a safe and productive work environment in accordance with the DOM, CCR Title 8 and 15, departmental policies and procedures, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
23.	Represent the department, in formal or informal settings, regarding maintenance mechanic issues at meetings, conferences, hearings, legal depositions, etc. to obtain or provide information and/or represent the interest of the department utilizing interpersonal skills, professionalism, personal knowledge, etc. under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
24.	Interpret blueprints, drawings, schematics, and specifications of buildings and equipment to identify specific information and document additions or changes (e.g., data, location, specifications, etc.) for completing required repairs, modifications, preventive maintenance, and fabrication utilizing professional knowledge under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
25.,	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation utilizing effective interpersonal skills per departmental policies and procedures as needed.
26.	Participate in CDCR In-Service Training Program and On-the-Job Training (OJT) to ensure all mandated training requirements are met as required per departmental policies and procedures by utilizing In-Service Training (IST), bulletin, block training, In-Service Training (IST) sign in sheets, etc., under the general direction of the Chief Engineer and/or Supervisor of Building Trades as required.
27.	Accurately interpret and apply laws, rules, regulations, departmental policies and procedures, etc. as they relate to maintenance mechanic assigned tasks in order to gain an understanding and apply as needed utilizing the DOM, departmental policies and procedures, CCR Title 15, institutional operational procedures, etc., under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
28.	Communicate and understand general written and verbal instructions to complete assigned tasks in a productive, effective and professional manner utilizing interpersonal communication skills, Microsoft Office, and other software applications under the general direction of the Chief Engineer and/or Supervisor of Building Trades.
29.	Communicate in a professional manner and deal with confidential issues utilizing tact, interpersonal skills, etc. to establish and maintain effective working relationships with others in order to determine and resolve issues as needed.

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30.	Maintain constant tool, key and lock control in order to ensure the safety and security of the institution utilizing the “chit” system, tool log, Missing/Found Tool Report, heightened sense of awareness, etc. on a daily basis.
31.	Prepare and maintain records and reports (e.g., SDS, staff and inmate safety training, tool control, perpetual inventory, etc.) in order to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc., utilizing resources (e.g., DOM, institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], IIPP, etc.), as required.