

## EDITED TASK LISTING

**CLASSIFICATION: PLUMBER II, (CORRECTIONAL FACILITY)**

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

<b>Task Statements</b>	
1.	Maintain plumbing components throughout the institution (e.g. underground utilities, valves, fixtures, pumps, etc.) to increase life expectancy of equipment utilizing various resources (e.g. plumbing codes, manufacturers specifications, institutional operational procedures, etc.), on a daily basis.
2.	Lead the work of inmates in the operation, installation, maintenance, alteration and repair of plumbing components to ensure proper completion of work utilizing the work order system and available resources (e.g. Standard Automated Preventive Maintenance System [SAPMS], Injury and Illness Prevention Program [IIPP], institutional operational procedures, plumbing codes, etc.) as required.
3.	Perform the operation, installation, maintenance, alteration and repair of plumbing components for the institution utilizing the work order system, professional knowledge and available resources (e.g. SAPMS, IIPP, institutional operational procedures, plumbing codes, etc.) as required.
4.	Inspect the work of inmates in the operation, installation, maintenance, alteration and repair of plumbing components to ensure proper completion of work utilizing professional knowledge and various resources (e.g. SAPMS, IIPP, institutional operational procedures, plumbing codes, etc.) as required.
5.	Supervise inmates to maintain safety and security of work areas/materials utilizing interpersonal skills, heightened awareness of the surroundings, Title 15, Departmental Operations Manual [DOM], etc., as required.
6.	Coordinate with chain of command, other maintenance trades and institutional program staff regarding facility projects and repairs to ensure completion of work utilizing interpersonal skills and available resources (e.g., DOM, institutional operational procedures, etc.) as needed.
7.	Inspect/maintain the plumbing shop (e.g., keys, alarms, locking devices, tool cages, tool inventories, etc.) to ensure compliance with institutional policies/procedures and provide a safe/secure working environment utilizing available resources (e.g., DOM, Title 15, Cal-OSHA, etc.) on a continuous basis.
8.	Complete preventative maintenance work orders for the institution to ensure timely repair and maintenance of plumbing systems in accordance with plumbing codes and institutional operational procedures (SAPMS) as needed.
9.	Address conflicts with inmates and/or institutional staff in order to achieve and maintain a cohesive work environment utilizing interpersonal skills in accordance with departmental policies as needed.
10.	Maintain key and tool control and the safety and security of the institution in order to prevent escape and injury to inmates and/or institutional staff utilizing departmental policies (e.g., DOM, Title 15) on a daily basis.
11.	Submit a requisition request of materials and supplies to purchase and maintain sufficient inventory for repair and maintenance of plumbing systems utilizing state purchasing procedures as needed.

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

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12.	Prepare cost estimates for supervision on a variety of jobs to include labor, materials, tools, equipment, etc., to identify the necessary information for cost analysis, planning and development project, utilizing various resources (e.g., internet, personal knowledge, vendor quotes, codes, rules/regulations, etc.), as needed.
13.	Prepare job lay out for supervision to ensure materials, equipment, tools and labor resources are available using warehouse requisitions and tool inventories, for scheduling a project and notification of affected areas within the institution, as needed.
14.	Repair/maintain water, air, gas, and sewer lines and systems throughout the institution to provide a plumbing system that meets institutional program needs, security needs, and federal and state mandate utilizing various resources (uniform plumbing codes, health and safety codes, California Fire Code, American Disability Act [ADA], etc.), as needed.
15.	Cut/ thread pipe and solder or braze copper joints on water, gas, or drainage systems to repair or replace pipelines, or to connect plumbing fixtures utilizing pipe threading machine or propane torch as needed throughout the institution.
16.	Connect/ maintain hot water tanks, gas heaters, and furnaces in order to provide hot water and heat to housing units, residences and administrative offices throughout the institution, utilizing various tools and equipment, preventative maintenance work orders, and operation manuals as required.
17.	Unstop clogged lines to plumbing fixtures or sanitary sewer lines to maintain proper flow utilizing various resources (hand augers, automatic sewer machines, blow bags, and high pressure drain jettors, operation manuals, IIPP, etc.), as necessary for staff/inmates.
18.	Perform preventative maintenance on water line valves, emergency eye wash stations, water heaters, furnaces, and drinking fountains to reduce cost and increase life expectancy utilizing operations manuals, and preventative work orders, to maintain the safety and security of the institution as requested.
19.	Install, inspect and maintain backflow prevention devices to prevent contamination of potable water system utilizing a backflow testing device, hand tools, etc., for the Department of Public Health and/or local water district as required.
20.	Troubleshoot institutional plumbing systems to restore functionality and minimize interruption to institutional programs, and operations, utilizing proper lock-out/tag-out procedures, meters, various tools, and Uniform Plumbing Code [UPC], as required.
21.	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 various issues, as needed.
22.	Respond to emergency call (e.g., sanitary sewer overflow, water leaks, and plumbing fixture malfunction, etc.) in order to ensure the safety and security of the institution by utilizing and maintaining a land line phone or cell phone, etc., as required.

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23.	Attend In-Service Training (IST) and On-the-Job Training (OJT) in order to meet the minimum 40 hours per year of required training pursuant to the DOM to increase knowledge of current Departmental procedures and policies, by utilizing In-Service Training (IST), bulletin, block training, In-Service Training (IST) sign in sheets, etc., as required.
24.	Maintain records and daily reports (e.g., inmate timesheets, daily work orders and time reports, tool control, vehicle log, etc.) to provide information for institutional use and assure compliance with stipulated laws, rules, regulations, policies and procedures, etc., utilizing various resources (e.g., DOM, institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], IIPP, SOMS, etc.) on a daily basis, as required.
25.	Prepare/ maintain records and reports (e.g., Safety Data Sheets, staff and inmate safety training, tool inventory, perpetual chemical inventory, etc.) in order to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc., utilizing various resources (e.g., DOM, institutional operational procedures, IIPP, etc.) for the safety and security of the institution as required.
26.	Perform Preventative Maintenance Service (PMs) of plumbing equipment, to help prevent and eliminate equipment failure in order to ensure proper operation of plumbing systems, by utilizing manufacturer recommendations, owner manuals, industry standards, etc., and maintaining service records, as required.
27.	Advise in the storage of plumbing equipment and materials in order to ensure materials are stored correctly to preserve the integrity of the materials, utilizing proper storage methods (e.g., cargo boxes, warehouses, plumbing shops, shelving, etc.), and maintain current inventory list as needed.
28.	Escort outside vendors and contractors to provide contracted service to the institution, in order to maintain the safety and security of the institution (e.g., injury, escape, contraband, etc.) and assure compliance with stipulated rules, regulations, policies, procedures, etc. utilizing, DOM, institutional operational procedures, IST, tool control, staff accountability, etc., as required.
29.	Assist in emergency situations (e.g., sanitary sewer overflows, water main breaks, cell searches, other duties as required, etc.), to ensure the safety and security of the institution in order to help to prevent escape or injury to persons committed to the Department and staff, utilizing DOM, institutional operational procedures, various tools, IIPP training, etc., as directed.
30.	Prepare a list of tools to ensure proper preparation and completion of specific jobs, task/work orders, to meet institutional program needs, security needs and federal and state mandates, (e.g., fire life, safety codes, and energy conservation etc.), utilizing institutional operation procedures, personal experience, etc., as needed.

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31.	Ensure tool/equipment are properly maintained to increase service life, prevent injuries, reduce down time, and promote efficient completion of preventative and demand work orders, utilizing personal knowledge and experience, IIPP, Equipment Operation Manual, institution operational procedures, etc., on a daily basis.