

## EDITED TASK LISTING

**CLASSIFICATION: Stationary Engineer, Correctional Facility**

<b>Task Statements</b>	
1.	Operates boilers, heaters, pumps, valves, appurtenances, and lines used in the distribution of steam and heated or processed water, to provide heat to the institution, (e.g., steam lines, condensate lines, hydronic lines, etc.), utilizing the Department's Standard Automated Preventive Maintenance System (SAPMS), the California Code of Regulations (CCR), Title 8, 22, 23 and 24, Code of Federal Regulations (CFR), on a daily basis.
2.	Maintains and repairs boilers, heaters, pumps, valves, appurtenances, and lines used in the distribution of steam and heated or processed water, to provide heat to the institution, (e.g., steam lines, condensate lines, hydronic lines, etc.), utilizing the SAPMS, the CCR, Title 8, 22, 23 and 24, CFR, on a daily basis.
3.	Performs daily water treatment chemical tests, (e.g., boilers, feed water, steam lines, condensate lines, hydronic lines, cooling towers etc.), using various chemical reagents to measure residual chemical levels to maintain proper operation of equipment and piping, per the chemical manufactures recommendations.
4.	Operates refrigeration systems (e.g. compressors, condensers, evaporators, cooling towers, etc.) together with all refrigerant lines and devices used to control temperatures, for air conditioning/refrigeration equipment throughout the institution/facility using tools of the trade, (e.g. refrigeration gauges, recovery/recycle equipment, scales, oxygen/acetylene torch, vacuum pump, etc.), in accordance with, the SAPMS, and 40 CFR part 82 subpart F, on a daily basis.
5.	Maintains and repairs refrigeration systems (e.g. compressors, condensers, evaporators, cooling towers, etc.) together with all refrigerant lines and devices used to control temperatures, for air conditioning/refrigeration equipment throughout the institution/facility using tools of the trade, (e.g. refrigeration gauges, recovery/recycle equipment, scales, oxygen/acetylene torch, vacuum pump, etc.), in accordance with SAPMS, and 40 CFR part 82 subpart F, on a daily basis.
6.	Operates commercial/residential sized evaporative coolers, (e.g. float valve, pump, motor, fan assembly, belts, cooling media), utilizing basic hand tools, (e.g., volt meter, screw driver, wrenches, etc.) on a daily basis to ensure temperature control within inmate/youthful offenders living/working areas throughout the institution/facility per the SAPMS, Department Operational Manual (DOM) and CCR Title 15.
7.	Maintains and repairs, commercial/residential sized evaporative coolers, (e.g. float valve, pump, motor, fan assembly, belts, cooling media), utilizing basic hand tools, (e.g., volt meter, screw driver, wrenches, etc.) on a daily basis to ensure temperature control within inmate/youthful offenders living/working areas throughout the institution/facility per the SAPMS, DOM and CCR Title 15.

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8.	Operates compressed air systems (e.g., compressors, tanks, refrigerated air dryers, motors, belts, pressure switches, pressure regulators, water separators, relief valves, etc.), together with distribution lines and all valves and devices used for generating and distributing compressed air throughout the institution/facility in accordance with the SAPMS, and the Division of Occupational Safety and Health (DOSH), CCR Title 8, and 24, utilizing basic hand tools, (e.g., volt meter, air pressure gauges, screw driver, wrenches, etc.) on a daily basis.
9.	Maintains and repairs compressed air systems (e.g., compressors, tanks, refrigerated air dryers, motors, belts, pressure switches, pressure regulators, water separators, relief valves, etc.), together with distribution lines and all valves and devices used for generating and distributing compressed air throughout the institution/facility in accordance with the SAPMS, and the DOSH, CCR Title 8, and 24, utilizing basic hand tools, (e.g., volt meter, air pressure gauges, screw driver, wrenches, etc.) on a daily basis.
10.	Operates all natural and manufactured gas systems, (e.g., regulators, valves, distribution lines, propane/gas generators, valves and control devices), to supply gaseous fuels for heating, cooking, steam generation, and hot water, utilizing basic hand tools (e.g., pipe wrenches, pressure gauges, manometer, gas leak detector, etc.) under the guidelines of CCR Title 8, 24, DOSH, California Fire Code, National Fire Protection Agency Standards (NFPA), and National Electric Code (NEC), on an as needed basis.
11.	Maintains and repairs all natural and manufactured gas systems, (e.g., regulators, valves, distribution lines, propane/gas generators, valves and control devices), to supply gaseous fuels for heating, cooking, steam generation, and hot water, utilizing basic hand tools (e.g., pipe wrenches, pressure gauges, manometer, gas leak detector) under the guidelines of CCR Title 8, 24, DOSH, California Fire Code, NFP, NEC, on an as needed basis.
12.	Operates the potable water supply to the institution/facility (e.g., water filters, softeners, piping and pumps, valves, regulators, etc.), used for cooking, cleaning, hygiene, landscaping, and firefighting, utilizing basic hand tools, volt meter, pipe wrenches, gauges, chlorine residual test kit, in accordance with the SAPMS, California Department of Public Health (CDPH), CCR Title 8, 23, 24, and DOSH, under the direction of a licensed operator.
13.	Maintains and repairs the potable water supply to the institution/facility (e.g., water filters, softeners, piping and pumps, valves, regulators, etc.), used for cooking, cleaning, hygiene, landscaping, and firefighting, utilizing basic hand tools, volt meter, pipe wrenches, gauges, chlorine residual test kit, in accordance with the SAPMS, CDPH, CCR Title 8, 23, 24, and DOSH, under the direction of a licensed operator.

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14.	Operates all types of electric motors and internal combustion engines used to power pumps, compressors and fans typically used for, but not limited to water supply/distribution, and heating ventilation and air conditioning (HVAC) systems, throughout the institution/facility, utilizing basic hand tools, (e.g., volt meter, megger, wrenches, screw drivers, compression tester, etc.), in accordance with the SAPMS, California Air Resources Board (CARB), CCR Title 8, 24, DOSH, and NEC, as required.
15.	Maintains and repairs all types of electric motors and internal combustion engines used to power pumps, compressors and fans typically used for, but not limited to water supply/distribution, and heating ventilation and air conditioning (HVAC) systems, throughout the institution/facility, utilizing basic hand tools, (e.g., volt meter, megger, wrenches, screw drivers, compression tester, etc.), in accordance with the SAPMS, California Air Resources Board (CARB), CCR Title 8, 24, DOSH, and NEC, as required.
16.	Maintains and repairs basic single phase and multiphase electrical circuits up to 550 volts, including electrical transformers, circuit breakers, automatic transfers switch (ATS), motors, motor controls, variable frequency drives (VFD), negative pressure room controls, fixtures, and appliances throughout the institution/facility, utilizing basic hand tools, (e.g., volt meter, wrenches, screw driver, etc.), in accordance with the SAPMS, DOSH, CCR Title 8, 22, 24, and NEC, as required.
17.	Repairs and maintains electronic systems such as, energy management systems (EMS) and programmable logic controls (PLC) in order to ensure optimum operation of the equipment, in accordance with the SAPMS, DOSH, CCR Title 8, 24, California Fire Code, and NFPA. Utilizing computer software to interface with the control systems to operate digital control programs (e.g., variable air volume (VAV), thermostats, humidistats, pneumatic air controls, pressure and temperature sensors, transducers, electronic motor control amplifiers, etc.) throughout the institution/facility, as required.
18.	Operates water/sewage systems, mechanical and electrical systems to ensure optimum operation of the systems, within the institution/facility, utilizing basic hand tools, (e.g., volt meter, gauges, wrenches, chlorine residual test kit, etc.), as needed in accordance with the SAPMS, CDPH, California Regional Water Quality Control Board (CRWQCB), DOSH, CCR Title 8, 23, 24, California Fire Code, NEC, Uniform Plumbing Code (UPC), under the direction of a licensed operator.
19.	Maintains and repairs water/sewage systems, mechanical and electrical systems to ensure optimum operation of the systems, within the institution/facility, utilizing basic hand tools, (e.g., volt meter, gauges, wrenches, chlorine residual test kit, etc.), as needed in accordance with the SAPMS, CDPH, California Regional Water Quality Control Board (CRWQCB), DOSH, CCR Title 8, 23, and 24, California Fire Code, NEC, Uniform Plumbing Code (UPC), under the direction of a licensed operator.

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20.	Maintains and repairs laundry equipment (e.g., washers, dryers, pumps, tanks, shakers, industrial ironer, etc.), and culinary equipment (e.g., ovens, griddles, kettles, steamers, blast chillers, walk in refrigerators/freezers, slicers, scullery machine, etc.) utilizing proper tools to ensure safe operation and reliability of equipment, throughout the institution, in compliance with the SAPMS, DOSH, CCR Title 8 and 24, as required.
21.	Performs minor building maintenance and repair on various buildings throughout the institution/facility to ensure a safe and secure work environment utilizing proper tools and equipment in compliance with Code of Safe Practices, CCR, Titles 8 and 24, NEC, and Uniform Plumbing Code (UPC), as required.
22.	Requisitions parts, and supplies for equipment throughout the institution/facility to ensure the continued operation of the physical plant, utilizing established departmental procurement procedures and documents as outlined in the State Administrative Manual (SAM), and Department of General Services (DGS) Guidelines, on an on-going basis.
23.	Calculates systems requirements to plan, layout and estimate costs to modify or replace mechanical, electrical, or electronic systems to maintain a safe and secure institution/facility, referencing the appropriate documents/manuals (e.g., blueprints, schematics, equipment manuals, CCR Titles 8, 15, and 24, DOM, etc.), as directed by management.
24.	Maintains the order and supervises the conduct of inmates/youthful offenders committed to the Department of Corrections and Rehabilitation in the performance of their duties to ensure the safety and security of the institution/facility, utilizing appropriate communication skills and heightened awareness of the surroundings in accordance with CCR Titles 8 and 15, DOM, on an on-going basis.
25.	Maintains the safety and security of the institution/facility, staff, inmates/youthful offenders and public, by preventing escapes and injury to themselves/others or damage to property, utilizing acquired training and heightened awareness of the surroundings in accordance with DOM, Operational Procedures (OP), CCR Titles 8 and 15, on an on-going basis.
26.	Maintains work areas, tools, and materials in the performance of daily maintenance activities to ensure the safety and security of the institution/facility utilizing material and tool control procedures (e.g., tool inventory and keys control procedures etc.) and heightened awareness of the surroundings in accordance with DOM, DOSH, OP, CCR Titles 8 and 15, on an on-going basis.
27.	Inspects premises and searches inmates/youthful offenders and work areas for contraband (e.g., drugs, weapons, cell-phones, tobacco, etc.) by conducting visual and physical searches to ensure safety and security of the institution/facility, staff, and inmates/youthful offenders utilizing acquired training and heightened awareness of the surroundings in accordance with DOM, OP, and CCR Titles 15 and 8, on an on-going basis.

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28.	Leads and trains less senior personnel and subordinates (inmates) in the performance of their daily assigned duties, and advises them of procedures, practices, and unusual problems in order to ensure the safety and security of the institution/facility, on a daily basis to conform with the SAM, DOM, OP's, and CCR Titles 8 and 15, as directed by management.
29.	<b>Documents inmate/youthful offender records and ensure proper completion (e.g., work performance, time logs, safety training (SB 198), etc.) to track information required by law utilizing standard departmental forms in compliance with the Inmate Work Training Incentive Program (IWTIP) and Injury Illness Prevention Program (IIPP) guidelines, on an on-going basis.</b>
30.	<b>Supervises all related work sites (e.g., equipment rooms, shops, vehicles, storage/tool rooms, etc.) to maintain clean and orderly conditions, ensuring a safe and secure work environment, utilizing the Code of Safe Practices in compliance with DOM, DOSH, OP's, and CCR Title 8, on an on-going basis.</b>
31.	<b>Records and retains charts, logs, readings, graphs and records on critical equipment (e.g., utilities, heat/steam, water, wastewater, water treatment, medical air, production/usage logs, run times, etc.) within the institution/facility to track information required to remain in compliance with laws, rules, regulations, policies, and procedures as required by federal, state, and local agencies.</b>
32.	<b>Reviews, investigates, and responds to inmate grievances via the inmate appeal process (CDCR form 22/602), provide information, and make recommendations to resolve issues at the lowest possible level, in compliance with DOM, OP's, CCR Titles 8 and 15, and Court Rulings as required.</b>
33.	Assists other trades staff in the repair and maintenance of water distribution systems, water lines, and sewer lines to include, clearing blockages (e.g., sinks, toilets, showers, piping, etc.) throughout the institution/facility, utilizing proper tools and equipment in accordance with the Code of Safe Practices, in order to ensure the safety and security of the institution/facility, as needed, under the direction of management.
34.	<b>Assists in the coordination and support of plant operation staff in the response to emergencies or other forms of disruptions, (e.g., disturbances, natural disasters, utility disruptions, emergency operations exercises, etc.) to ensure the safety and security of the institution/facility utilizing various tools, equipment, aids, and processes in compliance with Emergency Operating Procedures and OP's, as needed, under the direction of management.</b>
35.	Assists staff in the repair and maintenance of electro/mechanical doors/gates throughout the institution/facility utilizing proper tools and equipment in accordance with the Code of Safe Practices, for the proper operation of the doors/gates to ensure the safety and security of the institution/facility, as needed, under the direction of management.

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