

EDITED TASK LISTING

CLASSIFICATION: PLUMBER III (CORRECTIONAL FACILITY)

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

Task Statements	
1.	Maintain plumbing components (e.g., underground utilities, valves, fixtures, backflow assemblies, etc.) to prevent breakdowns and ensure proper operation utilizing Uniform Plumbing Code [UPC], California Code of Regulations, and plumbing tools, on a daily basis.
2.	Assist with the work assigned to Plumber II's and inmates engaged in the operation, installation, maintenance, alteration and repair of plumbing components (e.g., underground utilities, valves, fixtures, backflow assemblies, etc.), to ensure proper completion of work and meet institutional security and program needs utilizing the work order system, and available resources (e.g., Standard Automated Preventive Maintenance System [SAPMS], Injury and Illness Prevention Program [IIPP], California Code of Regulations, Code of Federal Regulations, California Fire Code, UPC, institutional operational procedures, personal experience, plumbing tools, testers, etc.), as required.
3.	Organize the work of Plumber II's and inmates engaged in the operation, installation, maintenance, alteration and repair of plumbing components (e.g., underground utilities, valves, fixtures, backflow assemblies, etc.), to ensure proper completion of work and meet institutional security and program needs utilizing the work order system, Standard Automated Preventive Maintenance System [SAPMS], Injury and Illness Prevention Program [IIPP], California Code of Regulations, Code of Federal Regulations, California Fire Code, UPC, institutional operational procedures, plumbing tools, etc., as required.
4.	Direct the work of Plumber II's and inmates engaged in the operation, installation, maintenance, alteration and repair of plumbing components (e.g., underground utilities, valves, fixtures, backflow assemblies, etc.), to ensure proper completion of work and meet institutional security and program needs utilizing the work order system and available resources (e.g. SAPMS, IIPP, California Code of Regulations, Code of Federal Regulations, California Fire Code, UPC, institutional operational procedures, personal experience, plumbing tools, testers, etc.), as required.
5.	Inspect the work of Plumber II's and inmates engaged in the operation, installation, maintenance, alteration and repair of plumbing components (e.g., underground utilities, valves, fixtures, backflow assemblies, etc.), to ensure proper completion of work and meet institutional security and program needs utilizing the work order system and available resources (e.g. SAPMS, IIPP, California Code of Regulations, Code of Federal Regulations, California Fire Code, UPC, institutional operational procedures, personal experience, plumbing tools, testers, etc.), as required.
6.	Supervise individuals committed to the California Department of Corrections and Rehabilitation (CDCR) to maintain security of work areas and materials in the performance of daily activities (e.g., prevent escapes, injuries by inmates to themselves or others, damage to property, etc.), utilizing interpersonal skills, heightened awareness of the surroundings, and departmental policies/procedures, etc., as required.

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7.	Coordinate with departmental trades people, and other institutional staff, contractors and vendors regarding projects, (e.g., utility shutdowns, preventative maintenance and repairs of facilities, etc.), to ensure the work is completed utilizing interpersonal skills, UPC, California Occupational Safety and Health Administration [Cal-OSHA], etc.), as needed.
8.	Advise the supervisor in the selection of plumbing materials (e.g., tools, equipment, parts, etc.), in order to meet the needs of the institution, utilizing catalogs, UPC, departmental design criteria guidelines, etc., as needed.
9.	Prepare job cost estimates (e.g., labor, materials, tools and equipment, etc.), to provide supervisor with the necessary information for cost analysis, planning and developing projects, utilizing personal knowledge, blueprints, rough sketches, cost estimate books, etc., as needed.
10.	Requisition of tools, materials, supplies and equipment to ensure proper operation of plumbing shop utilizing procurement forms as required by the institutional operational procedures, etc., as needed.
11.	Interpret blueprints to ensure work is done according to plans and specifications, utilizing professional knowledge, orientation, scale, etc., as required.
12.	Evaluate the work performance of inmates to ensure quality standards and services, identify training needs, recommend corrective actions, etc. utilizing rating guides, incentive programs, evaluation forms, etc. as required.
13.	Inspect the plumbing shop (e.g., keys, alarms, tool inventories, etc.), to ensure compliance stipulated by laws, rules, regulations, policies/procedures by providing a safe and secure working environment utilizing the Departmental Operational Manual [DOM], Title 15, IIPP, personal knowledge, etc., on a continuous basis.
14.	Maintain tool, key and lock control to prevent inmate access to unauthorized areas utilizing the “chit” system, tool log, missing tool report, correctional awareness, etc. to maintain compliance with departmental rules, regulations and procedures, on a daily basis.
15.	Inspect and search assigned working areas for contraband (e.g., weapons or illegal drugs, etc.), to maintain security, in accordance with DOM, departmental policies and procedures, Title 15, California Code of Regulations, on a continuous basis.
16.	Prepare records and reports (e.g., Safety Data Sheets [SDS], inmate timekeeping, and tool control, etc.), to provide information for institutional use and assure compliance stipulated by departmental policies/procedures, utilizing the DOM, IIPP, etc., on a daily basis.
17.	Maintain records and reports (e.g., Safety Data Sheets [SDS], inmate timekeeping, and tool control, etc.), to provide information for institutional use and assure compliance stipulated by departmental policies/procedures, utilizing the DOM, IIPP, etc., on a daily basis.
18.	Communicate in a professional and effective manner to provide and obtain information, utilizing interpersonal skills, on a daily basis.

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

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19.	Coordinate with other institutional trades people (e.g., painters, carpenters, electricians, engineers, etc.), in order to complete projects in accordance with Supervisor of Building Trades, Correctional Plant Supervisor, Correctional Plant Manager I/II, etc., as needed.
20.	Act as the Supervisor of Building Trades or Utility Shop Supervisor in his/her absence to ensure continued operations of the institution, utilizing professional knowledge and experience, and departmental policies, as required.
21.	Respond to work orders and maintenance requests from various departments within the institution, to ensure timely repair and maintenance of plumbing systems, in accordance with the California Building Standards Code, National Building Code, Uniform Building Code and UPC, as needed.
22.	Promote a work environment free of discrimination and harassment to produce a hostile free workplace, in accordance with the department's Equal Employment Opportunity policies, Title 15, DOM, and appropriate training, etc., on a daily basis.
23.	Maintain a work environment free of discrimination and harassment to produce a hostile free workplace, in accordance with the department's Equal Employment Opportunity policies, Title 15, DOM, and appropriate training, etc., on a daily basis.
24.	Resolve conflicts, disagreements and disputes involving Plumber II's, inmates, contractors, etc., to achieve and maintain a cohesive productive work environment, using interpersonal, mediation and facilitation skills in accordance with departmental policies/procedures, as needed.
25.	Conduct meetings with individuals/groups using the appropriate interpretation and application of policies/procedures to improve job skills, knowledge and safety awareness utilizing classroom training, on the job training, mentoring, etc., as needed.
26.	Attend departmental training classes as mandated by the department (e.g., Sexual Harassment, Blood Borne Pathogens, etc.), in order to meet the conditions of employment, utilizing the In-Service Training schedule, as required.
27.	Participate in meetings, in order to share and compare information regarding plumbing issues utilizing communication skills, written statistics, reports, etc. as required.
28.	Complete safety reports, in order to maintain a safe and healthful work environment, in accordance with the designated Unit Safety Coordinator and departmental procedures, as needed.
29.	Operate, at a journeyman level, various types of plumbing equipment in a safe and practical manner in order to complete projects/work orders, utilizing the UPC and departmental guidelines, as required.