

EDITED TASK LISTING

CLASSIFICATION: CHIEF OF PLANT OPERATION III, CF

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

Task Statements	
1.	Plan the work of the staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant in a large sized state correctional facility, to ensure the institution is meeting Federal and/or State mandates utilizing various resources (e.g., California Code of Regulations [CCR], Code of Federal Regulations, California Fire Code, etc.), on a daily basis.
2.	Organize the work of institutional staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant in a large sized state correctional facility, to ensure the institution is meeting Federal and/or State mandates utilizing various resources (e.g., California Code of Regulations [CCR], Code of Federal Regulations, California Fire Code, etc.), on a daily basis.
3.	Direct the work of institutional staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant in a large sized state correctional facility, to ensure compliance with Federal and/or State mandates utilizing various resources (e.g., CCR, Code of Federal Regulations, California Fire Code, etc.), on a daily basis.
4.	Monitor the work of institutional staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant (e.g., electrical systems, including high pressure steam boilers and fire protection systems, etc.) in a large sized state correctional facility, to ensure the institution is meeting Federal and/or State mandates utilizing various resources (e.g., CCR, Code of Federal Regulations, California Fire Code, etc.), on a daily basis.
5.	Manage staff engaged in materials management in order to ensure that materials are received and available for repair and maintenance utilizing CDCR forms, purchase orders/invoices, databases, all applicable Local, State and Federal laws, rules, regulations and codes, effective interpersonal communication skills, basic supervision skills and professional/personal knowledge, etc. on a daily basis.
6.	Inspect the maintenance, repairs and alteration of buildings, structures, roads, roofs, grounds, walkways, equipment and other related infrastructure to ensure satisfactory conditions of living and working standards, in a medium to large sized state correctional facility, utilizing various resources (e.g., California Code of Regulations, Departmental Operation Manual [DOM], California Fire Code, etc.), directed by the hiring authority as needed.
7.	Monitor compliance of health and safety regulations, regulatory requirements, institutional security requirements (tool and key control) and hazardous materials programs, in a medium to large sized state correctional facility, to produce a safe and secure environment utilizing various resources (e.g., CCR, DOM, knowledge of the programs/facilities, etc.), on a daily basis.

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

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Task Statements	
8.	Oversee staff in the maintenance of blueprints, equipment specifications, operational maintenance manuals and other records of the physical plant, in a medium to large sized state correctional facility, in order to ensure that information is accurate and updated utilizing various manuals and tools, equipment, aids, staff resources, effective interpersonal skills and professional/personal knowledge, etc., on an as needed basis.
9.	Review various written documents and administrative reports in order to maintain, repair, and plan for the appropriate maintenance of the medium to large sized institution, utilizing staff, preventive/corrective maintenance programs, environmental health survey, capital outlay process, professional/personal knowledge, etc., on a daily basis.
10.	Prepare various written documents and administrative reports in order to provide various data/information to staff/management/control agencies, plan for the appropriate maintenance of the medium to large sized institution, utilizing effective written and interpersonal communication skills, staff expertise, research, preventive/corrective maintenance programs, professional/personal knowledge, etc., on a daily basis.
11.	Prepare cost estimates, justifications, analysis, emergency response procedures, plant operations procedures, etc., in order to ensure the medium to large sized institution is maintained in a safe and secure condition utilizing various resources (e.g., CCR, DOM, knowledge of the programs/facilities, etc.), as needed.
12.	Review cost estimates, justifications, analysis, emergency response procedures, plant operations procedures, etc., in order to ensure the medium to large sized institution is maintained in a safe and secure condition utilizing various resources (e.g., CCR, DOM, knowledge of the programs/facilities, etc.), as needed.
13.	Participate in the review and development of the Five-Year Plan, Concept Papers, Capital Outlay Budget Change Proposals and Section 6.0 Project Requests to obtain approval/secure funding for code compliance changes, mandated program changes, or medium sized facility maintenance and improvements utilizing various resources (e.g., engineering requests, policies, regulations, court mandates, etc.), as needed.
14.	Track construction and repair projects with all entities to minimize disruption to institutional programs and ensure compliance with applicable codes and design criteria utilizing various resources (e.g., California Code of Regulations, Departmental Design Criteria Guidelines, project drawings and specifications, etc.), as needed.
15.	Facilitate construction and repair projects with all entities to minimize disruption to institutional programs and ensure compliance with applicable codes and design criteria utilizing various resources (e.g., California Code of Regulations, Departmental Design Criteria Guidelines, project drawings and specifications, etc.), as needed.

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16.	Monitor budget related costs to ensure that plant operations provides the services necessary to maintain the physical plant and operate within budgetary authorized levels through the use of various resources (e.g., budget allotments, historical data, Schedule 9 Equipment Requests, preventive maintenance shop/warehouse stock, purchase orders, contracts, utility costs and energy conservation measures, etc.) as directed by the hiring authority.
17.	Project budget related costs (e.g., Schedule 9 Equipment Requests, preventive maintenance shop/warehouse stock, purchase orders, contracts, utility costs, etc.) to provide the services necessary to maintain the medium to large sized physical plant through the use of various resources (e.g., previous and current year budget allotments, invoices, contracts, historical data, etc.), as needed.
18.	Assist in the preparation of various fiscal and/or Plant Operations management related reports to local administration and headquarters, to provide information using supportive data (e.g., expertise and researched data, etc.), as needed and/or upon request.
19.	Prepare/submit various reports to regulatory agencies (e.g., water regulators, air quality boards, Federal/State/Municipal agencies, Homeland Security, etc.) to maintain compliance with applicable laws, rules and regulations using personal computer, various software/databases, raw data, etc. as needed.
20.	Consult and respond, both verbally and written, to reports and/or notices of correction from control agency representatives (e.g., Office of State Architect, CAL-OSHA, Dept. of Health Services, Regional Water Quality Control Board, State Fire Marshall, Air Quality and other regulatory agencies, etc.) in order to maintain a safe and secure environment utilizing the proper resources, laws, rules, regulations, effective interpersonal skills and professional/personal knowledge, etc. as required.
21.	Oversee the reoccurring budget by monitoring operational costs in order to ensure that the plant operations provides the services necessary to maintain the physical plant and operate within budgetary authorized levels utilizing laws, rules, regulations, effective interpersonal communication skills, basic supervision skills and professional/personal knowledge on a daily basis.
22.	Represent the Department, in formal or informal settings, regarding official proceedings by acting as a subject matter expert, attending meetings and conferences in order to obtain and report information and/or represent the latest of the Department utilizing effective interpersonal communication skills, professional/personal knowledge, etc. on an as needed basis.
23.	Ensure that no youthful offender performs preventive/corrective maintenance on any security system in order to maintain safety and security within the institution utilizing laws, rules and regulations, effective interpersonal communication skills, professional/personal knowledge, etc. as directed by the DOM on a daily basis.

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Task Statements	
24.	Maintain order the conduct of individuals committed to the CDCR to maintain security of work areas and materials in the performance of daily activities and to prevent escapes or injury by youthful offenders to themselves, others or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems, etc.), as dictated by departmental policy.
25.	Instruct the conduct of individuals committed to the CDCR to maintain security of work areas and materials in the performance of daily activities and to prevent escapes or injury by youthful offenders to themselves, others or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems, etc.), as dictated by departmental policy.
26.	Supervise the conduct of individuals committed to the CDCR to maintain security of work areas and materials in the performance of daily activities and to prevent escapes or injury by youthful offenders to themselves, others or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems, etc.), as dictated by departmental policy.
27.	Search youthful offenders to identify and confiscate contraband (e.g., drugs, weapons, alcohol, money, etc.) by personal search of youthful offenders and by visual inspection of premises and youthful offenders personal possessions (e.g., clothing, locker, etc.) within established policies and procedures.
28.	Conduct monthly meetings and training to individuals/groups in the appropriate interpretation and application of policies, procedures, trends, knowledge and safety awareness utilizing various methods (e.g., classroom, on the job, etc.) as needed for successful job performance and regulatory compliance.
29.	Provide training for staff development in order to improve job skills and promote upward mobility, using departmental manuals, regulatory information continuing education, etc., on an on-going basis.
30.	Evaluate and provide feedback to employees to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board, as required.
31.	Prepare employee performance reports (i.e., Individual Development Plan, Report of Performance for Probationary Employee) to provide required documentation that the employee is performing or not performing the objectives/standards of the class as required by the State Personnel Board utilizing the DOM.
32.	Oversee Plant Operations staff attendance by approving and monitoring sick leave usage and vacation requests in order to produce an effective workforce and maintain positive morale utilizing effective interpersonal communication skills, basic supervision skills, State laws, rules and regulations, Bargaining Unit Agreements and Departmental policies and procedures on a daily basis.

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33.	Participate in the employee correction action process in order to address issues of substandard performance by utilizing Bargaining Unit Agreements, effective interpersonal communication skills, basic supervision skills, State Personnel Board rules, Departmental policies and procedures and staff in the Labor Relations Office on an as needed basis.
34.	Initiate and/or participate in the employee disciplinary/adverse action process in order to address issues of substandard performance by utilizing Bargaining Unit Agreements, effective interpersonal communication skills, basic supervision skills, State Personnel Board rules, Departmental policies and procedures and staff in the Labor Relations Office on an as needed basis.
35.	Facilitate the hiring process by participating in interviews and evaluating and recommending candidates in order to fill identified vacant positions utilizing effective interpersonal communication skills, basic supervision skills, State Personnel Board rules, etc. in accordance with Bargaining Unit guidelines and as needed and/or directed by management.
36.	Carry out supervisory responsibilities with regard to Department-wide mandates concerning EEO, ADA, and other personnel practices as defined by regulatory agencies, Memoranda of Understanding and established guidelines/policies in order to ensure a discrimination free work environment on an ongoing basis.
37.	Consult with and make recommendations to management and other administrative staff on operational functions (e.g., staff resources, project status, expenditures, etc.) to ensure the continued efficient operation of the large sized physical plant utilizing available resources (e.g., personal experience, staff, knowledge, etc.), as needed.
38.	Assist in the coordination of plant operation support staff in response to emergencies or other forms of disruptions (e.g., youthful offender disturbances, natural disasters, utility disruptions, emergency operations exercises, etc.) to ensure the safety and security of the large sized physical plant, using various tools, equipment, aids and processes, as needed.
39.	Review to youthful offender grievances to resolve issues, provide information and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. as needed.
40.	Investigate respond to youthful offender grievances to resolve issues, provide information and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. as needed.
41.	Respond to youthful offender grievances to resolve issues, provide information and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. as needed.