

## EDITED TASK LISTING

### CLASS: Chief of Plant Operation I, CF

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Task #	Task
1.	Plan, organize, direct, and monitor the work of the California Department of Corrections and Rehabilitation's (CDCR's) institutional staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant (e.g., culinary equipment, electrical systems, plumbing systems, security systems, heating and air conditioning, refrigeration systems, including high pressure steam boilers, furnaces, pumps, compressors, and fire protection systems, etc.) in a small sized state correctional facility, to ensure the institution is meeting Federal and/or State mandates of living conditions, fire life safety, and energy conservation by utilizing various resources (e.g., California Code of Regulations (CCR), Code of Federal Regulations, California Fire Code, etc.), on a daily basis.
2.	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 small sized state correctional facility, utilizing various resources (e.g., California Code of Regulations, Departmental Operation Manual (DOM), California Fire Code, etc.), as needed.
3.	Monitor compliance of health and safety regulations, regulatory requirements, institutional security requirements (tool and key control), and hazardous materials programs, in a small 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.
4.	Oversee the maintenance of blueprints, equipment specifications, bid packages, operational maintenance manuals, and other records of the physical plant, in a small sized state correctional facility, to ensure that information is accurate and updated utilizing various tools, equipment, aids, and staff resources, as needed.
5.	Review and prepare various written documents (e.g., records of meetings, reports, etc.) in order to maintain, repair, and plan for the appropriate maintenance of the small sized institution, utilizing various resources (e.g., staff, preventive and corrective maintenance programs, environmental health survey, capital outlay process), as needed.
6.	Review and prepare cost estimates, justifications, analysis, emergency response procedures, plant operations procedures, etc., in order to ensure the small 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.

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7.	Maintain order, instruct, and 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 inmates 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.
8.	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.
9.	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.
10.	Provide training and opportunity 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.
11.	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.
12.	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.
13.	Initiate and/or participate in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance utilizing various resources (e.g., knowledge, policies, procedures, etc.) in accordance with Departmental policy and State laws, rules and regulations.
14.	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 small sized facility maintenance and improvements utilizing various resources (e.g., engineering requests, policies, regulations, court mandates, etc.), as needed.
15.	Track and 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.), on a daily basis.
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 small 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.	Facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant positions, as needed and/or directed by management in accordance with departmental policy and State Personnel Board Rules and Regulations.
19.	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.
20.	Consult with and makes 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 small sized physical plant utilizing available resources (e.g., personal experience, staff, knowledge, etc.), as needed.
21.	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 small sized institution, using various tools, equipment, aids and processes, as needed.
22.	Review, investigate, and respond to youthful offender grievances to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc., as needed.
23.	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.

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<b>24.</b>	Prepare/submit various reports to regulatory agencies (e.g., water regulators, air quality boards, Federal/State/County/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.