

Edited Task Statements

1.	Oversees craftspersons, helpers and/or inmates in a correctional institution to maintain a safe work environment utilizing operational procedures, Code of Safe Practices, Title 8, and Title 15 etc., on a daily basis
2.	Oversees craftspersons, helpers and/or inmates in a correctional institution to maintain a institutional physical plant utilizing operational procedures, Code of Safe Practices, Title 8, Title 24, Uniform Building Codes etc., on a daily basis
3.	Works with and leads mechanical craftspersons utilizing operational procedures, Code of Safe Practices, Title 8, Title 24, Uniform Building Codes etc., on a daily basis
4.	Works with and leads building trades craftspersons utilizing operational procedures, Code of Safe Practices, Title 8, Title 24, Uniform Building Codes etc., on a daily basis
5.	Works with other trades and/or inmates engaged in the construction of buildings/facilities utilizing operational procedures, Code of Safe Practices, Title 8, Title 24, Uniform Building Codes etc., on a daily basis
6.	Works with tradespersons and inmates on the maintenance of buildings/facilities utilizing operational procedures, Code of Safe Practices, Title 8, Title 24, Uniform Building Codes etc., on a daily basis
7.	Repair of buildings/facilities utilizing Standard Automated Preventative Maintenance System (SAPMS), Title 24, Standard and specialty tools and equipment as required, equipment manuals etc., to ensure proper operation as needed
8.	Repair of mechanical systems utilizing SAPMS, Title 24, Standard and specialty tools and equipment as required, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
9.	Repair electrical power systems utilizing SAPMS, Title 24, Standard and specialty tools and equipment as required, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
10.	Install plumbing systems utilizing, Title 24, Standard and specialty tools and equipment and materials as required, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
11.	Repair plumbing systems utilizing SAPMS, Title 24, Standard and specialty tools and equipment as required, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
12.	Install facility irrigation systems utilizing, Title 24, Standard and specialty tools and equipment and materials as required, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
13.	Repair facility irrigation systems utilizing SAPMS, Title 24, Standard and specialty tools and equipment as required, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed

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14.	Inspect/test safety equipment as required by codes and manuals to ensure consistent compliance with codes of safe practice
15.	Inspect and maintain tools for safe working condition as required by codes and manuals to ensure consistent compliance with codes of safe practice
16.	Maintain daily and quarterly tool inventories per Departmental Operational Manual (DOM) to ensure safety and security of the Institution
17.	Conducts safety training to tradespersons and inmates in compliance with Senate Bill 198 (Right to Know), Injury Illness Prevention Program (IIPP) to ensure safety to inmates and staff on a weekly basis
18.	Leads craftspersons and inmates on special assigned projects in order to maintain or improve the Physical Plant per drawings and specifications as needed
19.	Prepare cost estimates of labor and materials utilizing price quotes, Saylor or R.S. Means cost estimate manual and California Construction Cost Index to accurately estimate project cost as needed
20.	Prepare shop drawings for projects in accordance with applicable codes Title 8, Title 24, Uniform Building Codes and drawing aides as needed
21.	Requisitions supplies, materials, tools, and equipment utilizing price quotes, interoffice requisitions, competitive bid purchase orders, direct pay, supply contracts and equipment contracts, etc., to support operational functions as needed
22.	Schedules material flow to maintain orderly job progress and ensure that projects are carried out according to plans, specifications and timeframes as required by project
23.	Schedules work assignments of various workers to maintain orderly job progress and ensure that projects are carried out according to plans, specifications and timeframes as required by project demands
24.	Monitors the cleaning and maintenance of tools and equipment in order to maintain safe and efficient operation to keep in compliance with Code of Safe Practice on a daily basis
25.	Provides daily progress and status reports to effected programs and parties in order to effectively communicate project status utilizing effective communication protocol
26.	Maintain inmates daily timesheets utilizing CDCR Standard Form 1697 per or mandated by Inmate Work Training Incentive Program (IWTIP) maintain positive programming and accountability
27.	Instructs and leads skilled and unskilled assistants on assigned tasks utilizing operation manuals, drawings, aides and trade practices as necessary
28.	Maintains order and oversees the conduct of persons committed to the Departments of Corrections and Rehabilitation maintaining the safety and security of the institution staff, inmates and public utilizing CCR Title 15 and DOM on a daily basis

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29.	Prevents escapes and injury by these persons to themselves or others or damage to property maintaining the safety and security of the institution staff, inmates and public utilizing inmate counts, staff accountability procedures, personal equipment checks, CCR Title 15 and DOM on a daily basis
30.	Maintains safety and security of work areas to ensure safe work environment utilizing Operational Supplements, IIPP, Title 15 and DOM on a daily basis
31.	Inspects work areas and search inmates for contraband to ensure safety and security of staff, inmates and public utilizing clothed body searches, shop inspections, IIPP and coordinating with custodial staff on a routine basis