

Edited Task Statements

1.	Supervises craftspersons, helpers and/or inmates in a correctional institution to maintain a safe work environment utilizing operational procedures, Basic Supervision Manual, Code of Safe Practices, Title 8, and Title 15 etc., on a daily basis
2.	Supervises craftspersons, helpers and/or inmates in a correctional institution to maintain a physical plant utilizing operational procedures, Code of Safe Practices, Title 8, Title 24, Uniform Building Codes etc., on a daily basis
3.	Supervises mechanical craftspersons utilizing operational procedures, Code of Safe Practices, Title 8, Title 24, Uniform Building Codes etc., on a daily basis
4.	Supervises building trades craftspersons utilizing operational procedures, Code of Safe Practices, Title 8, Title 24, Uniform Building Codes etc., on a daily basis
5.	Supervises 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.	Supervises 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.	Supervises the repair of buildings/facilities utilizing Standard Automated Preventative Maintenance System (SAPMS), Title 24, equipment manuals etc., to ensure proper operation as needed
8.	Supervises the repair of mechanical systems utilizing SAPMS, Title 24, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
9.	Supervises the repair of electrical power systems utilizing SAPMS, Title 24, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
10.	Supervises the installation of plumbing systems utilizing, Uniform Building Codes, Title 24, equipment manuals etc., to ensure proper operation as needed
11.	Supervises the repair of plumbing systems utilizing SAPMS, Title 24, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
12.	Supervises the installation of facility irrigation systems utilizing, Title 24, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed

Edited Task Statements- CONTINUED	
13.	Supervises the repair of facility irrigation systems utilizing SAPMS, Title 8, Title 24, Uniform Building Codes, equipment manuals etc., to ensure proper operation as needed
14.	Ensures the inspection of safety equipment as required by codes and manuals to ensure consistent compliance with codes of safe practice on a daily basis
15.	Ensures the inspection of tools and equipment for safe working condition as required by codes and manuals to ensure consistent compliance with codes of safe practice on a daily basis
16.	Ensures the completion of 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.	Ensures staff participating in In-Service Training (IST) to meet mandatory annual training requirements utilizing IST Bulletins, IIPP, IST classes on a daily basis
19.	Supervises craftsmen and inmates on special assigned projects in order to maintain or improve the Physical Plant per drawings and specifications as needed
20.	Prepares 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
21.	Prepares shop drawings for projects in accordance with applicable codes Title 8, Title 24, Uniform Building Codes and drawing aides as needed
22.	Requisitions supplies, materials, tools, and equipment utilizing price quotes, intraoffice requisitions, competitive bid purchase orders, direct pay, supply contracts and equipment contracts, etc., to support operational functions as needed
23.	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
24.	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
25.	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

Edited Task Statements - CONTINUED	
26.	Provides daily progress and status reports to effected programs and parties in order to effectively communicate project status utilizing effective communication protocol
27.	Ensures the completion of inmates daily timesheets utilizing CDCR Standard Form 1697 as mandated by Inmate Work Training Incentive Program (IWTIP) maintain positive programming and accountability
28.	Instructs skilled and unskilled assistants on assigned tasks utilizing operation manuals, drawings, aides and trade practices as necessary
29.	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
30.	Prevents escapes and injury by these persons to themselves or others or damage to property by 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
31.	Maintains safety and security of work areas to ensure safe work environment utilizing Operational Supplements, IIPP, Title 15 and DOM on a daily basis
32.	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
33.	Ensures that staff obtain all necessary licenses and certifications to meet requirements of regulatory agencies as needed
34.	Ensures compliance with Department Equal Employment Opportunity (EEO) policy utilizing Basic Supervision Manual, EEO Directives, Sexual Harassment Directives, Administrative Bulletins on a daily basis
35.	Administers progressive disciplinary actions when required utilizing DOM, Title 15, Basic Supervision Manual, Institution DOM Supplements as needed
36.	Provides written and oral instructions to staff utilizing basic communication skills, applying principals of effective supervision methods, internal office memo, Information Bulletin Boards as needed
37.	Read and analyze blue prints and construction drawings using knowledge of construction methods, materials and designs as needed

Edited Task Statements - CONTINUED	
38.	Develops budget change proposals, special repair projects, Section 6.0 and in house projects in order to maintain physical plant in operational condition or requesting capital improvements to the facility utilizing Budget Act, Major and Minor Capital Outlay, Special Repair Request and Budgetary Concepts on a annual and emergency basis
39.	Develops staff probationary reports and Individual Development Plans (IDP) utilizing Standard Form 637, Standard Form 636 in order to evaluate and document staff performance on a as needed basis
40.	Administers progressive discipline when required in order to maintain proper conduct and effectively communicate expectations utilizing Counseling Form 1123, letter of expectations, and letter of instructions etc.