STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **10583-BPM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Building & Property Management Branch	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED LA Metro Region-Ronald Reagan Management Unit	CLASS TITLE Chief Engineer I
WORKING DAYS AND WORKING HOURS Monday – Friday 8:30am-5:00pm	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-510-6712- 025

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Chief Engineer II and/or Office Building Manager III, the incumbent leads and works with others in the day-to-day operation, maintenance, and repair of the heating and electrical plant and other mechanical and power equipment of State-owned and occupied buildings.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	The Department of General Services' (DGS) Core Values are key to the success of the Department's Mission to "Deliver results by providing timely, cost-effective services and products that support our customers." The Department of General Services (DGS) expects its employees to adhere to the DGS Core Values of Integrity, Accountability, Communication, Excellence, Innovation and Teamwork. Our employees are expected to perform their duties with these values in mind. The LA Metro Region, Ronald Reagan Management Unit is located at 300 South Spring Street, Los Angeles, CA that consists of two towers: the North Tower (13 floors) and the South Tower (16 floors) consisting of approximately 850,000 total square feet of office space. **Will require passing a background and/or fingerprinting check.** **DUTIES** The incumbent acts as a working lead by directing the workload of staff, including skilled engineers, apprentices, maintenance mechanics, and building maintenance workers, in order to maintain and repair all building systems in accordance with guidelines of the Department of General Services (DGS), Building and Property Management (BPM) Manuals, Real Estate Services Division (RESD) and BPM strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair all building systems, following published guidelines (i.e., SAM, BPM, DGS) and published industry standards (i.e., BOMA , ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers), SMACNA (Sheet Metal and Air Conditioning Contractor's National Association), IEEE (Institute of Electrical and Electronic Engineers), NEI (National Energy Institute). Assignment may require temporary shift change or building location change. The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

	ESSENTIAL FUNCTIONS
25%	In order to maintain and repair all building systems following published guidelines and industry standards: • Completes watch tours by visual inspection of all building systems and equipment requiring walking, climbing stairs, entering small spaces and noisy spaces. • Records findings in manual watch tour log. • Recommends and takes appropriate action on repairs by evaluating functionality of equipment and systems. • Calibrates and repairs automated building systems by physically aligning setting within design parameters. • Programs automated building systems through software application (i.e., wizard). • Administers and organizes files and database by backing-up files and debugging database corrupted file errors.
15%	In order to monitor work on all building systems following published guidelines and industry standards, using Microsoft Office and/or Maximo: • Tracks warranties and accurately records status by making detailed notes. • Prepares correspondence to contractor's regarding "notices to correct". • Monitors service contracts and inspects work for quality. • Tracks and reviews all building systems permits. • Organizes and maintains records, files and technical listings on equipment.
15%	Responds to service requests as submitted by tenants or other BPM staff by following BPM guidelines and warranty requirements and reports to supervisor when appropriate: • Responds and effects repairs to office comfort calls and common area calls as part of maintaining the HVAC, Fire Life Safety and building system by going to the physical site and adjusting thermostats, repairing electrical outlets, replacing lights, adjusting mechanical and/or electrical doors, fixing leaky sinks, clearing stuck flush valves, unplugging toilets and performing other simple and/or routine repair, comfort and convenient needs. • Responds to emergency calls such as water leaks, fire alarm and HVAC system failure or any building related emergencies in order to mitigate emergency conditions and minimize damage by performing repairs at physical location according to health and safety and BPM guidelines regarding emergency situations. • Makes recommendations on more complex repairs when unable to complete service or repair requests and follows action through to completion. • Reads and analyzes blueprints and specifications in order to understand and provide information on system problems in accordance with design parameters.
10%	In order to maintain supply, products, tools and equipment inventories following Procurement, SAM, BPM, DGS guidelines and industry standards: • Determines supply, product, tool and equipment needs according to systems specifications. • Gathers prices, makes comparisons using catalogs, and recommends appropriate purchases according to comparisons. • Completes and submits requisition and obtains supervisor/manager approval as dictated by purchasing guidelines.. • Records inventory count in Microsoft Office and/or Maximo database.
10%	Maintains a safe and healthful environment for the benefit of all employees and the public, under the direction of the Chief Engineer II and/or Office Building Manager and BPM Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulations, Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention (IIPP and SB 298), Workers' Compensation (Title 8 and SB 198), by promoting the health and safety programs as follows: • Attends training in the handling of hazardous materials and use of environmental safeguards. • Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch coordinator. • Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.
10%	Inspects and evaluates all building systems in order to minimize energy waste and promote energy conservation assuring proper operating procedures and system integration according to guidelines established

	by Cal-EPA and California Energy Commission.
10%	Makes recommendations using recorded data on recurring maintenance, special repairs and equipment prices in order to provide input to BPM budget in accordance with DGS and DOG guidelines.
5%	**MARGINAL FUNCTIONS** Assure continuous and efficient operations of all building systems and equipment. Support duties include communicating with building staff in person or via cellular telephone, 2-way radio, or other electronic devices, and taking appropriate action in response to service needs. May attend with, lead, or instruct other BPM team members in on-going safety training conducted locally.

KNOWLEDGE AND ABILITIES:

Knowledge of: Heating, ventilating, refrigeration, air-conditioning, electrical, water, sewage, and other mechanical systems, and the methods, materials, and tools used in their operation, maintenance, and repair; Safety Orders of the California Division of Occupational Safety and Health applying to heating, electrical, and other related mechanical equipment.

Ability to: Read and write English at a level required for successful job performance; direct the work of installing, operating, and maintaining heating, ventilating, refrigeration, and air-conditioning systems, and other mechanical systems; lead the work of skilled craftsmen and semiskilled workers and patient and inmate helpers; keep accurate records and prepare reports; think and act quickly in emergencies.

ADDITIONAL QUALIFICATIONS:

- Education equivalent to completion of the twelfth grade.

DESIRABLE QUALIFICATIONS

- Possession of a universal CFC certificate.
- Experience in CFC evacuation, charging and record keeping.
- Knowledge of Energy Management Systems principles and applications.
- Possession of a valid California Driver's License, Class C to drive self, supplies and equipment from job sites to job sites.

SPECIAL PERSONAL CHARACTERISTICS

- Good record of attendance and punctuality.
- Willingness to work shifts other than regular shifts and extended hours if necessary.

INTERPERSONAL SKILLS

- Work well independently or with a team.
- Follow work rules, take orders and follow instructions.
- Keep regular work schedule and flexibility to adjust when necessary.
- Focus attention to details and complete projects.
- Organize time efficiently and set effective priorities.
- Display good interaction skills.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:
WORK ENVIRONMENT

- Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment.
- Work in an office environment/setting working with computers and software applications.
- May need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor.
- Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.
- Work environment involved some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.
- Work in public-accessed areas.
- Work in noisy areas or with noisy equipment or machinery.
- Work in any facility within the regional location.
- May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
- May require ability to work overtime.

- Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.
- Work in inclement weather including rain, heat and cold.
- Sitting and typing at computer work station.
- Will require passing a background and/or fingerprinting check.

PHYSICAL ENVIRONMENT

- Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling, crawling or squatting while performing duties.
- Repetitively grip, grasp, and manipulate hand movement while using tools or power equipment applicable to job being performed.
- Climb stairs or ladders, use power and noise producing tools or equipment.
- Reach or stretch by extending hand(s) or arm(s) in any direction. Reach high spaces by climbing a ladder or operating a lift.
- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds.
- Wear safety equipment during the performance of duties, i.e., ear plugs when working in machine spaces, dust masks when exposed to harmful dust particles, eye goggles when exposed to air born particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support.
- Visual inspection of the operation of machinery/equipment or sound of proper operating equipment.

MENTAL ABILITIES

- Read, understand, follow and enforce safety procedures.
- Read, understand blue prints and schematics.
- Understand written and verbal communications.
- Read, understand, and follow instructions on manufacture's label for use of products.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.
- Apply common sense in personal safety and safety of equipment being used in the performance of duties.