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- **011961-FMD**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Region III – Franchise Tax Board	CLASS TITLE Stationary Engineer
WORKING DAYS AND WORKING HOURS Monday- Friday 6:00 AM- 2:30 PM	SPECIFIC LOCATION ASSIGNED TO 9645 Butterfield Way, Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-066-6712-016

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 general direction of the Chief Engineer II and/or Office Building Manager II, the incumbent performs a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in office buildings or a complex of 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 Region III Franchise Tax Board facility located off Hwy.50 in Sacramento, California consists of six state-of-the-art structures ranging in height from one to four stories totaling 1,850,839 gross Sq/Ft. The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment. The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations. **INCUMBENTS WILL NEED TO PASS A BACKGROUND CHECK** ****IMPORTANT NOTICE** Employees of the Department of General Services working at the Franchise Tax Board (FTB) will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records. Potential employees must also be in compliance with the California revenue and taxation code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California revenue and taxation code may prevent you from being hired to work at the FTB campus.**

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

DUTY STATEMENT

% 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)*
	SPECIAL REQUIREMENT Medical Evaluation This position requires Medical Evaluation clearance Background Evaluation This position requires Background Investigation clearance All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Facilities Management Division (FMD) manuals, Real Estate Service Division (RESD) and FMD strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair all building systems following published guidelines (i.e., SAM, FMD, 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.
25%	**ESSENTIAL FUNCTIONS** 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. Allerton Bac-Talk). • Administers and organizes files and database by backing up files and debugging database. • Engineer will take training and run fire pumps according to NFPA 25 regulations
25%	Responds to service requests as submitted by tenants or other FMD staff by following FMD guidelines and warranty requirements and reports to supervisor when appropriate. • Responds and effects repairs to office comfort calls and common area calls as needed, 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 in order to mitigate emergency conditions and minimize damage by performing repair at physical location according to health and safety and FMD guidelines regarding emergency situations. This may require working after hours, on days off or at another building location. • Orders parts and 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.
15%	In order to maintain a safe and healthful environment for the benefit of all employees and the public, under direction of the Chief Engineer II and FMD Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulations, the 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.

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10%	In accordance with direction from FMD supervisors or lead workers, monitors 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 contractors regarding 'notices to correct'. • Monitors service contracts and inspects work for quality. • Tracks and reviews all building systems permits.
10%	Organizes and maintains records, files and technical listings on equipment. Makes recommendations using recorded data on recurring maintenance, special repairs and equipment prices in order to provide input to FMD budget in accordance with DGS and DOF guidelines.
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.
5%	**MARGINAL FUNCTIONS** Acts as backup stationary engineer, as directed by FMD managers or supervisors, at any regional facility, in order to 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 instruct or lead other engineers. May attend with, lead, or instruct other FMD team members in on-going safety training conducted locally. **KNOWLEDGE AND ABILITIES** *Knowledge of:* Boilers and auxiliary boiler room equipment; heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment; the methods, tools, materials, and equipment used in the operation, maintenance and repair of such equipment. *Ability to:* Follow oral and written directions; demonstrate mechanical ability; keep accurate records; install, operate and make repairs to the various types of equipment listed above in the knowledge requirements; make written reports, read, interpret, and work from plans, drawings and specifications; lay out work for others and direct them in this work; analyze situations accurately and take effective action. **DESIRABLE QUALIFICATIONS** ADDITIONAL QUALIFICATIONS • Possess a universal CFC certificate. • Be experienced in CFC evacuation, charging and record keeping. • Education equivalent to completion of the twelfth grade. • Possession of a valid California Driver's License, Class C to drive self, supplies and equipment from job sites to job sites. INTERPERSONAL SKILLS • Organize time efficiently and set effective priorities. • Display good interaction skills. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** **WORK ENVIRONMENT** • Office buildings ranging from single story to high-rise (10 floors and above). • Wear unaltered FMD supplied shirts according to current policy • 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 involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions. • Work in public-accessed areas.

% 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)*
	• 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. ***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 expose to harmful dust particle, eye goggles when expose 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/ equipment. ***MENTAL ABILITIES*** • Read, understand, follow and enforce safety procedures • Understand written and verbal communication. • 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.