

**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-

**10323 - BPM**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Building and Property Management Branch	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -
<b>UNIT NAME AND CITY LOCATED</b> Southern Region – Santa Ana Management Unit	<b>CLASS TITLE</b> Maintenance Mechanic
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday, Days 8:00a.m. to 5:00p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 605 W. Santa Ana Blvd., Santa Ana, CA 92701
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 308-720-6940-006

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 Building Manager, the incumbent performs miscellaneous skilled work in the maintenance, repair and alteration of multiple facilities in State-owned and occupied buildings while working independently in a wide variety of skilled maintenance tasks within the San Diego State Building.

<b>% of time performing duties</b>	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. <i>(Use additional sheet if necessary)</i>
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20%	<p>The Southern Region, Santa Ana Management Unit is located at 605 W. Santa Ana Blvd., Building 28, Santa Ana, CA 92701. This building consists of <b>9</b> floors occupying approximately 138,525 square feet of office space. The Santa Ana Management is also responsible for the partial services for the CHP (Santa Ana, Torrance, and Westminster), DMV (Bellflower, Compton, Costa Mesa, Fullerton, Long Beach, San Pedro, Santa Ana, Torrance, Whittier, and Westminster), EDD (Torrance), and the Cal Trans-TMC (Irvine) buildings for approximately 226,000 square feet of additional office space. The incumbent may be required to work at any of these building locations in the Southern San Diego Region.</p> <p><b>DUTIES</b></p> <p>All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Building and Property Management (BPM) Manuals, Real Estate Services Division (RESA) 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, building location change or work overtime to accommodate the tenant's requests.</p> <p>The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all buildings systems and equipment.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to maintain and repair all building systems following published guidelines and industry standards:</p> <ul style="list-style-type: none"> <li>• Inspects projects and tenant requests by visual inspection of building systems and equipment requiring walking, climbing stairs, entering small spaces and noisy spaces at various locations.</li> <li>• Reports task findings for evaluation with their supervisor.</li> <li>• Recommends and takes appropriate action on repairs by evaluating functionality of equipment and systems. Constructs and repairs interior/exterior walls by patching, matching finishes, and painting as required.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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**DUTY STATEMENT**

GS 907T (REV. 03/05)

**Day shift M-F 8:00am-5pm**  
**RPA 10323-BPM, 308-720-6940-006**

% 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. <i>(Use additional sheet if necessary)</i>
20%	<p>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:</p> <ul style="list-style-type: none"> <li>• Responds and effects repairs to office comfort calls and common area calls as needed, by going to the physical site and 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.</li> <li>• 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 BPM guidelines regarding emergency situations. This may require working after hours, on days off or at another building location.</li> <li>• Completes locksmith requests such as duplication of keys, lockset keying and/or lockset rebuilding.</li> <li>• Maintains current locksmith records.</li> <li>• Maintains and monitors door access systems and records.</li> <li>• Orders parts and makes recommendations on more complex repairs when unable to complete service or repair requests and follows action through to completion.</li> <li>• Reads and analyzes blueprints and specifications in order to understand and provide information on system problems in accordance with design parameters.</li> </ul>
20%	<p>In order to maintain integrity and functionality to ensure reliability and long-term use of building, related systems and machinery used to maintain buildings, shops and grounds (various vacuums, blowers, grinders, electrical cords, sharpening tools, moving parts on office furnishing, etc.) as directed by the Chief Engineer II and/or the Building Manager by following published guidelines, manufacturer's specifications and industry standards by using appropriate hand and/or power tools:</p> <ul style="list-style-type: none"> <li>• Installs, inspects, maintains, repairs, troubleshoots or assists engineers, electricians, electronic technicians all building systems, including but not limited to power distribution systems, plumbing and sewer systems, domestic water pump stations, fire sprinkler systems, doors and related components, lighting fixtures, and ceiling components.</li> <li>• Repairs interior/exterior concrete surfaces and steps.</li> <li>• Makes simple furniture repairs.</li> <li>• Constructs and repairs interior/exterior walls by patching, matching finishes, and painting as required.</li> <li>• Makes or assists with repairs to roofing systems, (i.e., rubber, asphalt).</li> </ul>
15%	<p>In accordance with direction from BPM supervisors or lead workers, monitors work on all building systems following published guidelines and industry standards by using Microsoft Office and/or MAXIMO:</p> <ul style="list-style-type: none"> <li>• Prepares Cal-Card monthly statements.</li> <li>• Creates work order tickets in MAXIMO.</li> <li>• Utilizes the internet for product research.</li> </ul>
10%	<p>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/or Building Manager and BPM 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 health and safety programs as follows:</p> <ul style="list-style-type: none"> <li>• Attends training in the handling of hazardous materials and use of environmental safeguards.</li> <li>• Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch Coordinator.</li> <li>• Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.</li> </ul>
10%	<p>Organizes and maintains records, files and technical listings on equipment, tools and products using Microsoft Office and/or Maximo in order to make recommendations on recurring maintenance, special repairs, equipment, tools and supply prices to the BPM budget in accordance with DGS and DOF guidelines.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Maintains time on a daily basis and records time in PAL.</li> <li>• Attends current BPM training classes to maintain ethical work standards as directed by BPM managers and supervisors.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Assists supervisor, as needed, using current records programs (Microsoft Office, Maximo) and communicating with building staff in person or via cellular telephone, 2-way radio, or other electronic devices in order to facilitate building maintenance needs and take appropriate action in accordance with BPM guidelines.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.</p> <p><b>Ability to:</b> Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• The incumbent will be required to possess and maintain a valid California Driver's License, Class C in order to drive self, supplies and/or equipment to outlying buildings while driving a State vehicle in order to provide Maintenance Mechanic coverage in the Santa Ana Management service area.</li> <li>• The incumbent may be required to pass the Department of Justice background and/or fingerprinting checks in order to work in restricted security access floors/buildings located in the Santa Ana Management Unit in the Southern Region.</li> <li>• The incumbent will be required to take a medical examination and must be approved by the State Personnel Board.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Demonstrates superior mechanical ability.</li> <li>• Demonstrates interest in assuming increasing responsibility.</li> <li>• Knowledge of Microsoft Word, Excel, Maximo, ABMS, PAL, and Outlook.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Ability to organize time efficiently and set effective priorities.</li> <li>• Uses good judgment and tact in making decisions and working with employees and interacting with clients.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</b></p> <p><b>Work Environment</b></p> <ul style="list-style-type: none"> <li>• Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment.</li> <li>• Wear unaltered BPM supplied shirts and pants according to current uniform requirements.</li> <li>• Stands for extended periods of time or walk extended distances.</li> <li>• Climbs stairs and ladders.</li> <li>• Mechanical equipment spaces environments.</li> <li>• Reaches high spaces by climbing a ladder or operating a lift.</li> <li>• Works in noisy spaces.</li> <li>• See and hear within normal parameters.</li> <li>• Willingness to work in any regional location.</li> <li>• May require ability to work overtime.</li> <li>• Requires fine motor skills/dexterity to manipulate small components and controls.</li> </ul> <p><b>Physical Abilities</b></p> <ul style="list-style-type: none"> <li>• Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties.</li> <li>• Repetitive grip, grasp, and hand movement while using tools or power equipment applicable to job being performed. Requires fine motor skills/dexterity to manipulate small components and controls.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles applicable to job being performed. Reach high spaces by climbing a ladder or operating a lift.</li> <li>• Reaches or stretches by extending hand(s) or arm(s) in any direction.</li> <li>• Considerable physical activity that requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds.</li> <li>• Works on elevated, high-reach areas using a vertical, motor-powered, MAN-LIFT.</li> <li>• Moves about and work in confined spaces.</li> <li>• Wears 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 airborne particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support.</li> <li>• See and hear for visual inspection of the operation of machinery/equipment or sound inspection of proper operating machinery/equipment.</li> </ul> <p><b>Mental Abilities</b></p> <ul style="list-style-type: none"> <li>• Read, write and understand written and verbal communications in English in order to follow instructions on manufacturer's label for use of and/or mixture of products and enforce safety procedures.</li> <li>• Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.</li> <li>• Apply common sense in personal safety and safety of equipment in adverse weather conditions (light storms, downpours, etc.)</li> </ul>