

**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-  
**11471 - FMD**

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division (FMD)	POSITION NUMBER (Agency - Unit - Class - Serial) 308-300-6698-xxx
UNIT NAME AND CITY LOCATED LA EAST Region – San Bernardino / IETMC-Fontana	CLASS TITLE Chief Engineer I
WORKING DAYS AND WORKING HOURS Monday through Friday, Day shift 8:00am - 5:00pm	SPECIFIC LOCATION ASSIGNED TO 13892 Victoria Street, Fontana, CA 92336
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-300-6695-003

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 Office Building Manager II, 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 in the San Bernardino Management Unit, LA/EAST Region.

% 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>
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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.

The LA/EAST Region, San Bernardino / IETMC, Fontana Facility is located at 13892 Victoria Street, Fontana. The IETMC Facility is an Agency-owned Partial Service Building consisting of a campus of buildings with two Laboratories: the Cal Trans Independent Assurance Laboratory (IAL), a one-story 14,000 square feet building and the Cal Trans Southern Regional Laboratory (SRL), a one-story 67,000 square feet building and the Inland Empire Traffic Management Center (IETMC), a two-story 44,000 square feet building that operates 24/7 for a combined total of 125,000 square feet of office space. The incumbent will work at the IETMC/SRL-IAL Campus Buildings but may be required on occasion to work at the other building locations within the LA/EAST Region. DGS supplies other State-owned, leased and occupied buildings with building maintenance, repair services which include, but are not limited to HVAC, Plumbing, Electrical, Lighting and other general maintenance and repairs.

**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), Facilities Management Division (FMD) Manuals, Real Estate Services 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 (State Administrative Manual), FMD, DGS) and published industry standards (i.e., BOMA (Building Owners and Managers Association), 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). Utilizing the MAXMO Program will be a major function in performing their duties. 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) Clete Satterwhite	SUPERVISOR'S SIGNATURE	DATE
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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.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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GS 907T (REV. 03/05)

**Day Shift M-F 8:00am 5:00pm**  
**RPA 11471-FMD, 308-300-6698-xxx**

	<p><b>SPECIAL REQUIREMENT(S)</b>  <u>Medical Evaluation</u>  This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u>  This position requires Background Investigation clearance</p> <p><b>ESSENTIAL FUNCTIONS</b>  In order to maintain and repair all building systems following published guidelines and industry standards:</p> <p>25%</p> <ul style="list-style-type: none"> <li>• Completes daily/weekly/monthly building systems and equipment inspections and provides written inspection report to Office Building Manager II.</li> <li>• Leads engineering staff and participates in repairs to centrifugal chillers, high pressure steam boilers, electric generators, pumps, steam traps, high pressure steam and condensate piping, pneumatic controls, DDC controls, motors, VFD drives, electric switchgear, air compressors, regulators, valves and fans.</li> <li>• Makes recommendations on more complex repairs when unable to complete service or repair requests and follows through to completion.</li> <li>• Reads and analyzes blueprints and specifications in order to understand design parameters to assist in troubleshooting and repairs.</li> <li>• Monitors and Programs automated building systems through software application (i.e., Alerton).</li> <li>• Responsible for Standing Watch to fill in for staff on vacation and/or vacant position relief to perform duties as Plant Operator operating centrifugal chillers, high pressure steam boilers, electric generators, pumps, DDC controls, motors, VFD drives, electric switchgear, air compressors, regulators, valves, fans and associated equipment. Vacation relief may include working shifts outside of normal work hours/shifts which may require temporary shift change.</li> </ul> <p>20%</p> <p>In order to maintain accurate documentation by using preventive maintenance program in MAXIMO:</p> <ul style="list-style-type: none"> <li>• Develops and maintains equipment, preventive maintenance and inspections records based on equipment specifications, code compliance and published standards.</li> <li>• Generates, monitors and closes work orders for preventive maintenance, inspections and repairs based on operational needs and records in MAXIMO.</li> <li>• Inspects quality of work performed by engineering staff based on DGS and industry standards.</li> <li>• Maintains Computerized Inventory Records by physical count and data entry.</li> <li>• Generates weekly MAXIMO open/overdue work orders report and delivers copy to Office Building Manager II.</li> </ul> <p>15%</p> <p>In order to maintain accurate documentation by using Microsoft (MS) Office and report findings to the Office Building Manager II :</p> <ul style="list-style-type: none"> <li>• Verify work performed under service contracts by reviewing Contracts Specifications and reports any discrepancies to the Office Building Manager II.</li> <li>• Performs weekly Water Treatment Chemicals inventory by physical inspections and provides written weekly reports.</li> </ul> <p>10%</p> <p>Responds to service requests as submitted by tenants and/or other FMD staff by following FMD guidelines and warranty requirements and reports to Office Building Manager II when appropriate:</p> <ul style="list-style-type: none"> <li>• Responds and/or dispatches technicians to building and common area calls, such as adjusting HVAC system, electrical and lighting repairs, doors repair and adjustment, plumbing repairs, exterior envelope leaks, and other repairs related to safety, comfort and convenience of employees.</li> <li>• Responds and/or dispatches technicians 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.</li> </ul> <p>10%</p> <p>In order to maintain supply, products, tools and equipment inventories following Procurement, SAM, FMD, DGS guidelines and industry standards:</p> <ul style="list-style-type: none"> <li>• Assigns staff or personally performs weekly inventory by doing a physical and visual shelf count.</li> <li>• Determines supply, product, tool and equipment needs based on inventory records.</li> <li>• Gathers prices and makes comparisons using product catalogs, product suppliers and the internet.</li> <li>• Initiates and submits requisition requests to Office Building Manager II.</li> </ul>
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**Day Shift M-F 8:00am 5:00pm**  
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10%	<p>Maintains a safe and healthful environment for the benefit of all employees and the public, under direction of the Office Building Manager 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:</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>
5%	<p>Inspects and evaluates all building systems in order to promote energy conservation assuring proper operating procedures and system integration according to guidelines established by Cal EPA and California Energy Commission.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Acts as backup in the absence of the Office Building Manager II, 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 attend with, lead, or instruct other FMD team members in on-going safety training conducted locally.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> 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.</p> <p><b>Ability to:</b> 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.</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, staff and/or equipment from one job site to another while driving a State vehicle in order to perform the duties of the Chief Engineer I in the Cal Trans Building, LA/East Region.</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Possession of a universal CDC certificate.</li> <li>• Experience in CFC evacuation, charging and record keeping.</li> <li>• Knowledge of Energy Management Systems principles and applications.</li> <li>• Education equivalent to completion of the twelfth grade.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Good record of attendance and punctuality.</li> <li>• Willingness to work shifts other than regular shifts and extended hours if necessary.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Work well independently or in a team environment.</li> <li>• Ability to display good interaction skills.</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 FMD supplied uniform according to current uniform requirements.</li> <li>• May need to use passenger or freight elevator to move self, equipment and/or supplies from one floor to another.</li> </ul>

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- Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors and loud noises
- Work environment may involve some exposure to hazardous chemicals or physical risk, which require you to follow basic safety precautions.
- Work in public-accessed areas.
- Work in noisy work spaces or with noisy equipment and/or machinery.
- Work in any facility within the LA/EAST Region service area.
- 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.
- Assignment may require temporary shift change in order to fill in for a different work shift schedule and/or to fill in for vacation/sick leave relief. This may also include you to work on weekends and holiday, if necessary.

***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 nose 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 that 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 airborne particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support.
- Visual inspection of the operation of machinery/equipment or hear sound of proper operation machinery/equipment.

***MENTAL ABILITIES***

- Read, write and understand written and verbal communication in English in order to follow instructions on manufacturer's label for use of products and enforce safety procedures.
- 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.