

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-

8990 - FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY

Facilities Management Division (FMD)

POSITION NUMBER (Agency - Unit - Class - Serial)

- - -

UNIT NAME AND CITY LOCATED

LA/EAST Region - Van Nuys Management Unit

CLASS TITLE

Stationary Engineer Apprentice

WORKING DAYS AND WORKING HOURS

Monday through Friday, Day shift 7:00a.m. to 3:30p.m.

SPECIFIC LOCATION ASSIGNED TO

6150 Van Nuys Blvd., Van Nuys, CA 91401

PROPOSED INCUMBENT (If known)**CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)**

308-340-6717-xxx

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 close supervision of the Chief Engineer II, the Stationary Engineer Apprentice assists journey level Stationary Engineers and will progressively learn skilled stationary engineering work, and do other related work starting in the Van Nuys Management Unit located in the 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. *(Use additional sheet if necessary)*

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 Stationary Engineer Apprenticeship program is a four-year, on-the-job and educational program. In addition to the on-the-job training, the incumbent will be required to attend after-hour classroom courses as part of the apprenticeship educational program.

The LA/EAST Region, Van Nuys Management Unit is located at 6150 Van Nuys Boulevard, Van Nuys, CA 91401; that occupies a four-story building that occupies with multiple tenants totaling 143,698 square feet of office space. The Van Nuys Management also includes the Los Angeles Regional Traffic Management Center (LARTMC) that is a four-story building occupying approximately 88,581 square feet of office space and is a 24 hour – 7 Day Traffic Management Center that also houses the CHP 911 Call Center. The Van Nuys is also responsible for the partial service buildings (Air Resources Board, Cal Trans, CHP, DMV, EDD, and Health Services) occupying 515,842 square feet of office space for a combined total square footage of 748,121 in the Van Nuys Management Unit. You may be required to work at any of these partial service buildings during the four-year on-the-job training program.

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**Day shift M-F 7am-3:30pm**

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20%	<p>DUTIES</p> <p>All work to be accomplished under the provisions of the Apprenticeship Standards Committee and written apprentice agreements, four years in duration, as defined in Chapter 4, Division 3 of Labor Code, and in accordance with guidelines of the Department of General Services (DGS), Building and Property Management (BPM) manuals, Real Estate Service Division (RESA) and BPM strategic plans, and the Excellence in Public Buildings Initiative in order to learn how 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.</p> <p>The incumbent will learn and apply sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.</p> <p>ESSENTIAL FUNCTIONS</p> <p>The incumbent will participate in after-hour classroom by attending a training session or home study using prescribed academic training materials and all required hand and power tools in the stationary engineer-related subjects necessary in to complete the four-year apprenticeship program. Basic training includes, but is not limited to the following, and is detailed in the below essential functions:</p> <ul style="list-style-type: none"> • Inspecting and maintaining air conditioning compressors, pumps, fans, and related electrical equipment. • Changing filters and greasing bearings and motors. • Inspecting and cleaning towers, heating and cooling coils and condensers. • Inspecting, adjusting and calibrating all temperature and related control instruments. • Replacing pumps, seals, bearings and fan belts. • Replacing ballasts and performing electrical work as required. • Testing water in boilers, cooling towers and chilled water systems. • Performing minor plumbing duties of supply and draw lines such as sink installation, unplugging of lines, and urinal and commode replacement. • Writing reports and keeping records of all HVAC repairs made by management unit. • Organizing and maintaining records, files and technical listings on equipment. • Maintains computer system records, hard copy and computer files. • Participates in medical evaluation and training related to asbestos containing materials (ACM) and follows safety, rules, and regulations to prevent and/or minimize ACM exposure to self, staff, and the public. • Prior to the Stationary Engineer Apprentice graduation (4 years), the incumbent must meet the Environmental Protection Agency (EPA) certification criteria by passing the EPA-approved examination that authorizes incumbent to work alone with refrigerants, refrigerant charging, recycling, and evacuating equipment. This is a mandatory EPA Regulatory Requirement, Section 608 of the Clean Air Act.
20%	<p>In order to maintain and repair all building systems following published guidelines and industry standards, the incumbent assists journey level Stationary Engineers and receives training in the following:</p> <ul style="list-style-type: none"> • Completes watch tours by visual inspection of all building systems and equipment requiring walking, climbing stairs, entering small spaces and noisy spaces. • Records or reports findings to supervisor. • 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.
20%	<p>Assists journey level Stationary Engineers and receives training on how to respond to service requests as submitted by tenants or other BPM staff by following BPM guidelines and warranty requirements and reports to supervisor when appropriate as follows using all necessary hand and power tools:</p> <ul style="list-style-type: none"> • 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

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15%	<p>other simple and/or routine repair, comfort and convenient needs.</p> <ul style="list-style-type: none"> • 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. <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 the 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 the health and safety programs as follows:</p> <ul style="list-style-type: none"> • Attends training in the handling of hazardous materials and use of environmental safeguards. • Learns how to participate in updating IIPP plans and records by completing reports and coordinating with the designated Branch coordinator. • Learns how to participate in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest. • Read and understand the material safety data sheets. • Maintain and inspect tools and equipment on a regular basis in order to maintain reliability and prevent injury.
15%	<p>In accordance with direction from BPM supervisors or lead workers, assists journey level Stationary Engineers and receives training on how to monitor work on all building systems following published guidelines and industry standards by using Microsoft (MS) Office and/or MAXIMO:</p> <ul style="list-style-type: none"> • Tracks warranties and accurately records status by making detailed notes. • Provides input to Chief Engineer with regards to notices to correct. • Monitors service contracts and inspects work for quality.
5%	<p>Assists journey level Stationary Engineers and receives training on how to inspect and evaluate 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.</p>
5%	<p>MARGINAL FUNCTIONS Become familiar with the following via on-the-job training or self tutorials:</p> <ul style="list-style-type: none"> • Generate work tickets in MAXIMO. • Input time into PAL (computerized time-keeping system). • Various Building EMS Systems and their operation (i.e., Trane Tracer & Johnson Metasys). • Maintain all building, engineering, maintenance, and individual logs and log books daily. • Keep the Chief Engineer informed daily of the operation of all facilities, equipment, and machinery. • Maintain a clean, safe working environment. • Be an active participant in the IIPP Program. <p>KNOWLEDGE AND ABILITIES: Ability to: Read and write English at a level required for successful job performance; learn rapidly; follow directions; acquire acceptable work habits such as punctuality, skill, neatness, and dependability, work safely; apply mechanical principles; recognize and relate objects to one another from different spatial perspectives; make satisfactory progress in the prescribed academic and practical work in an approved apprenticeship program for Stationary Engineer I.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • The incumbent will be required to possess and maintain a valid California Driver's License, Class C in order to drive a State vehicle to transport self, supplies and/or equipment from one job site to another while performing the duties of the Stationary Engineer Apprentice in the Van Nuys Management, LA/EAST Region. • The incumbent will be required to take a medical examination and must be approved by the State Personnel Board.

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	<p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Willingness to work under close supervision; willingness to improve knowledge and efficiency by completing related courses as directed by the Apprenticeship program. • May be required to work holidays, shift work or on weekends. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Organize time efficiently and set effective priorities. • Display good interaction skills. • Knowledge of basic computer skills. • Willingness to take direction from journey level staff. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Work in low-rise (6 floors or lower) or high-rise (7 floors and higher) office-building environment. • Wear unaltered BPM supplied shirts and pants according to current uniform requirements. • 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. • Work in noisy areas or with noisy equipment or machinery. • Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces. • Work in inclement weather including rain, heat, and cold. • Work in any facility within the LA/EAST Region during the apprenticeship program. • May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties. • May require ability to work overtime. • May be required to wear respirator. <p>PHYSICAL ENVIRONMENT</p> <ul style="list-style-type: none"> • 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 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, may be required to wear respirator and pass respirator fit test. • Visual inspection of the operation of machinery/equipment or sound of proper operating machinery/equipment. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Read, write and understand written and verbal communication in English in order to follow instructions on manufacturer's label for use of and/or mixture 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.

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ALTERNATE RANGE MOVEMENT

When an employee enters State Service in the class of Stationary Engineer Apprentice as a part of the approved apprenticeship program, the employee shall be appointed to the first step of Range A. All appointments to this class shall be made at the first step of Range A unless otherwise approved by the "apprentice committee." The employee shall be moved to the first step of the next-higher range as of the date of satisfactory completion and upon submission of proof that the requirements for the particular criteria have been met.

Range A. This range shall apply to incumbents who do not meet the criteria for payment under the other ranges.

Ranges B through G. Evidence of successful completion of the specific months of the prescribed academic and practical work as defined in the apprenticeship program standards for Stationary Engineer Apprentice (Four-Year Program). The months of practical work required are as follows:

- Range B - 12 months
- Range C - 18 months
- Range D - 24 months
- Range E - 30 months
- Range F - 36 months
- Range G - 42 months

Upon completion successful completion of the 12 months of practical work and the prescribed academic studies at Range A, the employee will be moved to Range B. The movement to the next range will occur after six months providing both the practical experience and academic studies are met.