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- **10882-BPM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Building and Property Management	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Capitol Historic Region–Legislative Office Building & State Capitol	CLASS TITLE Maintenance Mechanic
WORKING DAYS AND WORKING HOURS Tuesday through Saturday 8:00 a.m. to 4:30 p.m.	SPECIFIC LOCATION ASSIGNED TO 1020 N Street & State Capitol, Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-234-6940-005

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, the incumbent performs miscellaneous skilled work in the maintenance, repair and alteration of multiple facilities in State owned and occupied buildings within the region working independently in a wide variety of skilled maintenance tasks.

% 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 primary duties will be in the Capitol Historic Region (CHR), Area I, which consists of the State Capitol Building (482,250 Sq. Ft.), and Legislative Office Building (304,135 Sq. Ft.). These buildings are occupied by the Governor and the Legislature and as such are highly visible, with occupants that can be quite demanding. **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 incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment. 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 (RESD) and BPM strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair 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.

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)*
20%	**ESSENTIAL FUNCTIONS** In order to maintain and repair all building systems following published guidelines and industry standards. • Completes building tours by visual inspection of all building systems and equipment requiring walking, climbing stairs, entering small spaces and noisy spaces. • Records findings in manual building tour log. • 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. • Administers and organizes files and database by backing up files and debugging database corrupted file errors.
20%	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 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. • 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. • 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.
20%	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 Supervisor of Building Trades or Chief Engineer following published guidelines, manufacturer's specifications and industry standards. Using appropriate hand and/or power tools: • 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. • Repairs interior/exterior concrete surfaces and steps. • Makes simple furniture repairs. • Constructs and repairs interior/exterior walls by patching, matching finishes, and painting as required. • Makes or assists with repairs to roofing systems, (i.e., rubber, asphalt).
15%	In accordance with direction from BPM 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. • Updates work order tickets in MAXIMO or MS Office.
10%	In order to maintain a safe and healthful environment for the benefit of all employees and the public, under direction of the Supervisor of Building Trades or Chief Engineer 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: • 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.

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10%	• Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.
5%	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.

MARGINAL FUNCTIONS

- Makes reports in Microsoft Office, Maximo or by manual reporting in order to report and track completed work per BPM procedures.
- Acts as backup Maintenance Mechanic, as directed by BPM managers or supervisors, at any regional facility, in order to assure continuous and efficient operations of all buildings systems and equipment.
- Attends current BPM training classes to maintain ethical work standards as directed by BPM managers and supervisors.
- 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.
- Serves as Unit Safety Coordinator in order to do thorough routine inspections of all state owned buildings for compliance with janitorial safety requirements. Prepares written status reports in order to report findings using Microsoft Office or manual report per BPM procedures and policies.
- May attend with, lead, or instruct other BPM team members in on-going safety training conducted locally.

KNOWLEDGE AND ABILITIES

***Knowledge of*:** 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.

Ability to: 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.

DESIRABLE QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS

- Demonstrates superior mechanical ability.
- Demonstrates interest in assuming increasing responsibility.
- Knowledge of Microsoft Word, Excel, Maximo, ABMS, PAL, and Outlook.
- Possession of a valid California Driver's License, Class C to drive self, supplies and equipment from job sites to job sites.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

WORK ENVIRONMENT

- Work in a low-rise (6 floors and lower) to high-rise (7 floors or higher) office-building environment.
- Wear unaltered BPM supplied shirts and pants according to current policy.
- Mechanical equipment spaces environments.
- Stand for extended periods of time or walk extended distances.
- Climb stairs and ladders.
- Reach high spaces by climbing a ladder or operating a lift.
- Work in noisy spaces.
- See and hear within normal parameters.
- Willingness to work in any regional location.
- May require ability to work overtime.

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	PHYSICAL ABILITIES • Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties. • 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. • 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. • Reach or stretch by extending hand(s) or arm(s) in any direction. • Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Work at high locations at building interior/exterior from 4 floors and above. • Work on elevated / high-reach areas using a vertical, motor-powered, MAN-LIFT. • Work from CAT-WALKS at building exterior. • Move about and work in confined spaces. • 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. • See and hear for visual inspection of the operation of machinery/equipment or sound inspection of proper operating machinery/equipment. **MENTAL ABILITIES** • Read, understand, follow and enforce safety procedures. • Understand written and verbal communications using English language. • Read, understand, and follow instructions on manufacture's guide 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 in adverse weather conditions (light storms, downpours, etc.).