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- **12039 - FMD**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Southern Region–San Diego, CalTrans Dist II, Kearny Mesa Complex	CLASS TITLE Stationary Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday, Day shift, 6:00am to 2:30pm	SPECIFIC LOCATION ASSIGNED TO 7177 Opportunity Rd, Kearny Mesa, CA. 92110
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-860-6712-002

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 the Office Building Manager, the incumbent performs a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, chillers, VFDs, lighting, power, water, water treatment, plumbing systems, electrical systems and other mechanical systems normally found in office buildings located in the San Diego CalTrans Dist 11, Southern Region – Kearny Mesa Complex.

% 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 Southern Region, San Diego CalTrans, District 11 building is located at 4050 Taylor Street, San Diego, CA 92110; in Old Town San Diego. The San Diego CalTrans, District 11 (CalTrans) building occupies twelve floors and approximately 508,762 square feet of office space. The San Diego Cal Trans management is also responsible for the Kearney Mesa Complex that is located at 7177, 7178, and 7181 Opportunity Road, San Diego, CA. The Kearny Mesa Complex consists of three structures (CalTrans Lab, CalTrans Vehicle shop, Construction and the CalTrans Maintenance Division buildings), ranging in height from 1 to 2 stories with approximately 85,247 square feet.

DUTIES

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.

The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.

SPECIAL REQUIREMENT

Medical Evaluation

This position requires Medical Evaluation clearance.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Marcellus Jones		

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, 6am-2:30pm

GS 907T (REV. 03/05)

RPA 12309-FMD, 308-860-6712-002

% 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)*
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 buildings systems and equipment requiring walking, climbing stairs, entering small spaces and noisy spaces. • Records findings in manual watch tour log. • Operates, Maintains, and Repairs HVAC equipment including but not limited to: one 210 ton Turbocore magnetic bearing-less centrifugal Chillers and two 300 ton, bearing-less centrifugal chiller One 800 ton, Cooling Towers, 22 ton Split system air conditioning unit VAV boxes, Boilers, pumps, water valves, exhaust fans, and all other equipment related to HVAC. • Is experienced in the reading of schematics and use of meters and other test instruments to troubleshoot and repair electrical/electronic control systems of HVAC equipment including: 24-480 volt AC/DC, 0-10 volt, and milliamp controls. • Must possess working knowledge of preventive maintenance actions such as pump and motor alignment • Is experienced in troubleshooting refrigeration cycle problems, the cause and effects, and how to repair/replace components such as compressor, filter-dryers, expansion valves, etc. • Recommends and takes appropriate action on repairs by evaluating functionality of equipment and systems. • Operates, calibrates and repairs automated building systems by physically aligning setting within design parameters. • Programs automated building systems through software application (i.e. Johnson Controls - Metasys) • Administers and organizes files and database by backing up files and debugging database. • Performs maintenance and repair on electrical, plumbing, lighting, structures, roofing, and door and lock repairs. • Patches and paints walls, ceiling restrooms etc.
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. • 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/or the Office Building Manager 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.
10%	In accordance with direction from FMD supervisors or lead workers, monitors work on all building systems following published guidelines and industry standards by 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.

% 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)*
	• 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. Incumbent must be willing to obtain an asbestos worker/contractors' certification.
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 buildings 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 • 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 from one job site to another while driving a State vehicle in order to perform the duties of the Stationary Engineer in the CalTrans Building, San Diego Southern Region.
	ADDITIONAL QUALIFICATIONS • Possess a universal CFC certificate. • Be experienced in CFC evacuation, charging and record keeping. • Education equivalent to completion of the twelfth grade.
	INTERPERSONAL SKILLS • Organize time efficiently and set effective priorities. • Display good interaction skills. • Willingness to work closely with and assist members of Trades and Crafts in a team environment, or independently, as required.
	WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES: ***WORK ENVIRONMENT*** • Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment. • Wear unaltered FMD supplied shirt according to current uniform requirements. • May need to use passenger or freight elevator to set self, equipment or supplies from one floor to another floor. • Work involves exposure to unusual elements, such as extreme temperatures dust, fumes, unpleasant orders, and loud noises.

% 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 environment involves some exposure to hazardous chemicals or physical risk, which require following basic safety precautions. • Work in public-accessed areas. • Work in noisy areas or with noisy equipment or machinery. • Work in any facility within the regional locations. • 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. • May be required to work in any location in the San Diego Region. • Assignment may require temporary shift change. ***PHYSICAL ABILITIES*** • Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling 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; heaving 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 inspections of the operation of machinery/equipment or sound of proper operating 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 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.