

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-
9045 - FMD

EFFECTIVE DATE:

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| DGS OFFICE OR CLIENT AGENCY Facilities Management Division | POSITION NUMBER (Agency - Unit - Class - Serial) - - - |
| UNIT NAME AND CITY LOCATED Southern Region – Santa Ana Management Unit | CLASS TITLE Stationary Engineer |
| WORKING DAYS AND WORKING HOURS Monday through Friday, Day shift 8:00am to 5:00pm | SPECIFIC LOCATION ASSIGNED TO 605 W. Santa Ana Blvd., Santa Ana, CA 92701 |
| PROPOSED INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-720-6712-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 general direction of the Chief Engineer II and/or Office Building Manager II, the incumbent performs a variety of skilled work in the operation, maintenance and repair of boilers, chillers, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in office buildings or a complex of buildings in the Santa Ana Management Unit, Southern San Diego 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 Southern Region, Santa Ana Management Unit is located at the Santa Ana State Office Building 605 W. Santa Ana Blvd., Building 28, Room 140, Santa Ana, CA 92701. The Santa Ana Management Unit Building (Santa Ana) consists of 9 floors occupying approximately 138,525 square feet of office space. The Santa Ana 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.

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 (RESA) 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.

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 8am-5pm**

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RPA, 9045- FMD, 308-720-6712-002

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| 35% | <p>SPECIAL REQUIREMENT(S) <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p>ESSENTIAL FUNCTIONS In order to maintain and repair all building systems following published guidelines and industry standards:</p> <ul style="list-style-type: none"> • Operates, maintains, and repairs HVAC systems, refrigeration systems, mechanical systems, steam and water boilers, heaters, pumps, valves, apprentices, lines used in the distribution of steam and heated water, sinks, toilet bowls, sewage systems, pneumatic, electric and digital controls, electrical motors and circuits up to 550 volts, transformers, pumps, Fire Life Safety systems, security systems, CCTV, energy management systems, generators, compressors, fans, and performs minor building maintenance and repair. • Completes watch tours by visual inspection of all building systems and equipment requiring walking, climbing stairs, entering small spaces and noisy spaces. • Records findings and logs readings in manual watch tour log. • 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. • Monitors and programs automated building systems through software application (i.e., UltiVist/Network 8000, Allerton Bac-Talk). • 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, and ceilings including restrooms. • 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. |
| 25% | <p>In order to respond to service requests as submitted by tenants or other FMD staff by following FMD guidelines and warranty requirements and reports to supervisor when appropriate:</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 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. This may require working after hours, on days off or at another building location. • Monitors work on all building systems following published guidelines and industry standards. • 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. • Prepares reports and/or correspondence using computer software and/or standard paper forms to provide requested lists, and reports (e.g., equipment, tools, recommended preventative maintenance etc.) according to departmental procedures and/or guidelines. • Makes reports in Microsoft (MS) Office, MAXIMO or by manual reporting in order to report and track completed work per FMD procedures. • Using Microsoft (MS) 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, and tracks and reviews all building systems permits. • Maintains and organizes records, files, technical information of equipment, tools, and products as instructed. 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. |

DUTY STATEMENT

Day shift M-F 8am-5pm

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| 15% | <ul style="list-style-type: none"> • Estimates time, materials, and resources necessary utilizing standard departmental forms used in performing daily maintenance projects according to departmental procedures and/or guidelines <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 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:</p> <ul style="list-style-type: none"> • 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. • Monitors worksite to identify, and remedy, potential safety hazards to ensure public safety. • Wears proper personal protective equipment when performing hazardous activities (such as spraying chemicals, or using power tools) to ensure personal safety and minimize exposure to hazardous materials. • Participates in medical evaluation and training related to asbestos containing materials (ACM), and follows all safety, rules and regulations to prevent or minimize ACM exposure to self, staff and the public. • May serve as, or assist the Unit Safety Coordinator in order to do thorough routine inspections of all state owned or occupied buildings for compliance with safety requirements. Prepares written status reports in order to report findings using Microsoft (MS) Office or manual report per FMD procedures and policies. • May attend with, lead, or instruct other FMD team members in on-going safety training conducted locally. • Safely operates motor vehicles to transport self and materials in compliance with CHP and DMV rules and regulations. |
| 15% | <p>In order to remain current and knowledgeable of operational needs according to FMD policies and procedures, or laws and rules, under the direction of the Chief Engineer II and/or Office Building Manager:</p> <ul style="list-style-type: none"> • Participates in staff meetings to ensure current information is communicated within the unit. • Completes mandatory training. • Attends current FMD training classes to maintain ethical work standards as directed by FMD managers and supervisors. • Maintains and submits accurate records regarding the times, locations using appropriate forms. • Determines work that needs to be completed by reviewing work orders and product specifications, sketches, drawing, plans, and diagrams. • Ensures proper use of tools, equipment, and chemicals by reviewing manufacturer's operation manuals and product labels. • Reports inventory needs to Supervisor by requesting equipment, supplies or materials, based on stock on hand. |
| 10% | <p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • 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. • 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 FMD guidelines. • May instruct or lead other stationary engineers. <p>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. 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</p> |

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| | <p>other mechanical systems.</p> <p>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; estimate materials needed; lay out work for others and direct them in this work; analyze situations accurately and take effective action; get along well with others; read and write at a level appropriate to the classification.</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 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 Santa Ana Management Unit, Southern Region. <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Possession of a universal CFC certificate. • Be experienced in CFC evacuation, charging and record keeping. • Education equivalent to completion of the twelfth grade. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to organize time efficiently and set effective priorities. • Uses good judgment and tact in making decisions and working with employees and interacting with clients. <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 less) to high-rise (7 floors and higher) office-building environment. • Wear unaltered FMD supplied uniforms according to current uniform requirements. • Stands for extended periods of time or walk extended distances. • Climbs stairs and ladders. • Reaches high spaces by climbing a ladder or operating a lift. • 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. • Willingness to work in any facility within the regional location. • 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. • See and hear within normal parameters. • Requires fine motor skills/dexterity to manipulate small components and controls. <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. • 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. • Works on elevated, high-reach areas using a vertical, motor-powered, MAN-LIFT. |

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| | <ul style="list-style-type: none"> • Reach or stretch by extending hand(s) or arm(s) in any direction. • Considerable physical activity that requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Moves 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 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. • See and hear for visual inspection of the operation of machinery/equipment or sound inspection 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 (including adverse weather conditions such as light storms, downpours, etc.). |