

DUTY STATEMENT**PROPOSED**

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-

11716 - FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Region V–Central Plant Management Unit-Operations	CLASS TITLE Stationary Engineer
WORKING DAYS AND WORKING HOURS Sunday to Thursday, 7:00 AM – 3:00 PM	SPECIFIC LOCATION ASSIGNED TO 625 Q Street, Sacramento, 95811
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-106-6712-020

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, lighting, power, water, water treatment, and other mechanical systems normally found in large office buildings or a complex of buildings. May instruct or lead other engineers and do other related work.

% 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 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 Region V, Central Plant is located at 625 Q Street, Sacramento CA., and occupies approximately 500,000 square feet of building space. This position provides chilled water and steam to heat and cool 23 office buildings totaling 5.6 million square feet of office space in the Downtown Sacramento area.

The incumbent will be required to possess a valid California Driver's License, Class C in order to drive self, equipment and/or supplies from one job site to another while driving a State vehicle in order to perform the duties of the Stationary Engineer.

SPECIAL REQUIREMENTMedical Evaluation

This position requires Medical Evaluation clearance.

DUTIES

All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Facilities Management Division (FMD) manuals, Real Estate Services 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 (Institution of Electrical and Electronic Engineers), and 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) Mike Donoho	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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DUTY STATEMENT

Operations, Day shift, Sun-Th 7am-3pm
RPA 11716-FMD, 308-106-6712-020-FMD

GS 907T (REV. 03/05)

% 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>
35%	<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Responsible for Standing Watch, performing 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. • Monitors and Programs automated building systems through software application (i.e., Alerton). • Records reading on standardized log sheets on each of the three shifts per day. • Performs water analysis tests and reports problems to Supervisory Personnel. • Responsible for the safe, reliable, and efficient operation of the Central Heating and Cooling Plant. • Takes corrective action as necessary and logs problems encountered in the log book • Operates and Monitors building Fire, Life, and Safety equipment. • Operates and Monitors building Security equipment. • Recommends appropriate action on repairs by evaluating functionality of equipment and systems. • 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%	<ul style="list-style-type: none"> • Maintains, and repairs 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. • Calibrates and repairs automated building systems by physically aligning the setting within design parameters. • Programs automated building systems through software application (i.e., Alerton). • Provides Sick/Vacation Relief coverage for existing Watch Operator staff, required on all shifts, including position vacancy coverage. • Responds to service request 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.
15%	<ul style="list-style-type: none"> • Orders parts and makes recommendation 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%	<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 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:</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.
5%	<p>In accordance with direction from FMD supervisors or lead workers, monitors work on all building systems following published guidelines and industry standards by utilizing Microsoft Office and/or Maximo:</p> <ul style="list-style-type: none"> • 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 and completes work order tickets in Maximo or Microsoft Office.

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5%	<p>Organizes and maintains records, files, history 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 budge in accordance with DGS and DOF guidelines.</p> <p>MARGINAL FUNCTIONS</p> <p>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 building systems and equipment. Support duties include communicating with building staff in person or via cellular telephone, 2-way radio, or other electronic devices (E-mail), 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 by:</p> <ul style="list-style-type: none"> • Initiates reports in Microsoft Office, Maximo or by manually reporting in order to report and track completed work per FMD procedures. • Attends current FMD training classes to maintain ethical work standards as directed by FMD managers and supervisors. • Assists supervisor, as needed, using current records programs (Microsoft Office, Maximo). • May serve as Unit Safety Coordinator. <p>KNOWLEDGE AND ABILITIES:</p> <p>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.</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; lay out work for others and direct them in this work; analyze situations accurately and take effective action.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Additional Qualifications</p> <ul style="list-style-type: none"> • Knowledge of all types of HVAC systems ranging from small commercial equipment to building plant equipment. • Possess a universal CFC Certificate. • Incumbent must be willing to obtain an asbestos worker/contractors' certification. • Familiarity and experience with CFC evacuation, charging and record keeping. • General knowledge of computerized EMS systems and windows applications. • Ability to solder and braze with welding experience a plus. • Willing to work evenings or weekends, and be able to respond to emergency call-outs. • Possess good written and verbal skills. • Ability to work well with other employees, tenants and the public. • Candidate should be punctual, have a good attendance record and be a self-starter. • Education equivalent to completion of the twelfth grade. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • 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.

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	<p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office building environment. • Wear unaltered FMD supplied shirts and pants according to current policy. • Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, loud noises, and hazardous chemicals or physical risk. • Work in public-accessed areas. • Work in any facility within the Region V service area. • May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties. • May require ability to work overtime. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES (continued)</p> <ul style="list-style-type: none"> • Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces. • Work in inclement weather including rain, heat, and cold. <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 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. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Read and understand English in order to follow and enforce safety procedures. • Understand written and verbal communication in English. • Read and understand English in order to follow instructions on manufacture's label for use 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 being used in the performance of duties.