

**DUTY STATEMENT****PROPOSED RE-CLASS**

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-

**11722 - FMD**

EFFECTIVE DATE:

|   |   |
|---|---|
| <b>DGS OFFICE OR CLIENT AGENCY</b><br>Facilities Management Division                          | <b>POSITION NUMBER (Agency - Unit - Class - Serial)</b><br>308-108-6549-xxx         |
| <b>UNIT NAME AND CITY LOCATED</b><br>Region V - Central Shop – CADA Building                  | <b>CLASS TITLE</b><br>Plumber I   |
| <b>WORKING DAYS AND WORKING HOURS</b><br>Tuesday through Saturday, Day shift 7:00am to 3:30pm | <b>SPECIFIC LOCATION ASSIGNED TO</b><br>1304 O Street, Sacramento, CA 95814         |
| <b>PROPOSED INCUMBENT (If known)</b>  | <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b><br>308-108-6940-012 |

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 supervision of the Supervisor of Building Trades and/or the Office Building Manager, the incumbent performs preventive maintenance, new or renovation maintenance and repair work of plumbing systems. The incumbent provides journey-level work and quality customer service to State agencies and building occupants concerns as it relates to water, gas, sewage, fire control and troubleshooting of plumbing systems.

**% 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 Region V, Central Shop, CADA Building is located at 1304 O Street, Sacramento, CA 95814. The incumbent is responsible for the plumbing services at 23 State agency buildings ranging in height from 1 to 25 stories, 3 garage complexes, and totaling approximately 8.5 million square feet. The incumbent may be required to work in any of these low/high rise buildings in the Downtown Sacramento area that includes other buildings located in the FMD Regions I, II, IV and Capitol Historic. May occasionally need to work in other buildings that are not located in Downtown Sacramento.

**DUTIES**

All work to be accomplished in accordance with the current Uniform Plumbing Code, the California Plumbing Code, Title 8 – General Industry Safety Orders, Title 19 – Public Safety, and Title 24 – California State Accessibility Standards, the Americans With Disabilities Act using the appropriate hand, power and plumbing tools. Assignment may require temporary shift change or building location change.

The incumbent will learn and apply 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)****Joseph Seabourn****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, Tue-Sat, 7am-3:30pm**  
**RPA 11722-FMD, 308-108-6549-xxx**

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>  |
|-----------------------------|--|
| 25%                         | <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to provide preventive maintenance in accordance with uniform plumbing codes the manufacturer's specifications and warranties, at the direction of the Supervisor of Building Trades (SBT) and/or the Office Building Manager (OBM):</p> <ul style="list-style-type: none"> <li>• Maintains plumbing equipment as required in the preventative maintenance schedule in MAXIMO.</li> <li>• Installs plumbing fixtures, fittings, pipes, drain lines and pumps using proper tools and equipment.</li> <li>• Inspects and trouble shoots entire plumbing systems via visual inspection and by reviewing the plans and specifications.</li> <li>• Responds to remedial or emergency maintenance and/or repairs utilizing work tickets or requests received from tenants.</li> </ul>   |
| 25%                         | <p>In order to install and repair standard plumbing equipment in accordance with the above instructions, manufacturer's specifications and warranties within the scope of the budget:</p> <ul style="list-style-type: none"> <li>• Makes hand written rough sketches using his plumbing knowledge and experience to create working diagrams.</li> <li>• Estimates materials by soliciting bids and performing prices comparisons.</li> <li>• Advises in selection of plumbing supplies using material and cost estimates.</li> <li>• Performs actual installation of plumbing supplies based on final sketches using appropriate power and hand tools.</li> </ul>  |
| 20%                         | <p>In order to establish and or maintain plumbing shop inventory of supplies and material following FMD, DGS, SAM and Procurement guidelines:</p> <ul style="list-style-type: none"> <li>• Determines supply and parts needs according to system specification.</li> <li>• Obtains price quotes and makes price comparisons using catalogs, internet, and vendor and supplier price estimates.</li> <li>• Recommends appropriate purchases according to comparisons.</li> <li>• Completes and submits requisitions and obtains manager/supervisor approval as directed by purchasing guidelines.</li> <li>• Verify stock received by conducting a physical review of goods received as compared to the purchase orders.</li> </ul>   |
| 15%                         | <p>Acts as lead person over unskilled and semi-skilled personnel in order to train and develop the less experienced staff using reference manuals and one-on-one discussions in preparing job design layouts, including material lists and time schedules and inspecting projects at the direction of the SBT.</p>   |
| 10%                         | <p>In order to maintain a safe and healthful environment for the benefit of all employees and the public, under the direction of the SBT and/or the Office Building Manager and the FMD Environmental Safety and Health Administration (ESGIO), 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:</p> <ul style="list-style-type: none"> <li>• Attends training in the handling of hazardous materials and use of environmental safeguards.</li> <li>• Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch Coordinator.</li> <li>• Participates in and/or leads teams in executing the plans for Emergency response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.</li> <li>• Maintains tools and equipment on a regular basis by visual inspection to maintain reliability and prevent injury.</li> </ul> |
| 5%                          | <p><b>MARGINAL FUNCTIONS</b></p> <p>Initiates reports in Microsoft (MS) Office, MAXIMO or manual reporting in order to report and track completed work in accordance with FMD procedures.</p>  |

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|                             | <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Principles, methods, materials, tools, and equipment used in plumbing; Safety Orders of the Division of Industrial Safety applicable to plumbing; and building codes.</p> <p><b>Skill in:</b> Performing plumbing work and in caring for tools, materials, and equipment.</p> <p><b>Ability to:</b> Read and write English at a level required for successful job performance; read blueprints and work from plans and specifications; keep records and make simple reports; prepare rough sketches of minor plumbing installations; estimate material and labor costs for minor plumbing jobs; follow oral and written instructions; instruct and lead unskilled assistants.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>The incumbent will be required to possess and maintain a valid California Driver's License, Class C in order to drive self, staff, supplies and/or equipment from one job site to another while driving a State vehicle in order to perform the duties of the Plumber I in the Central Shop, Region V service area.</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Demonstrates plumbing aptitude.</li> <li>Demonstrates interest in assuming increased responsibilities.</li> <li>Ability to read building plans and specifications.</li> <li>Knowledge of Microsoft Word, Excel, MAXIMO, ABMS, PAL and Outlook.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>Follows directions, as directed by any FMD supervisor and/or manager.</li> <li>Works independently with little supervision.</li> <li>Dependable and punctual.</li> <li>Interacts well with co-workers, the public, and clients.</li> <li>Ability to organize time efficiently and sets own priorities.</li> <li>Ability to display good interaction skills.</li> <li>Ability to provide instruction/direction.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</b></p> <p><b>WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office building environment.</li> <li>Wear unaltered FMD supplied shirts and/or pants according to current uniform requirements.</li> <li>Occasionally operates automotive equipment and haul material.</li> <li>Learn to perform work around hazardous materials, such as asbestos, lead and/or raw sewage.</li> <li>Stand for extended periods of time or walk extended distances.</li> <li>Climb stairs and ladders.</li> <li>Reach or stretch by extending hand(s) or arm(s) in any direction.</li> <li>Mechanical equipment space environments.</li> <li>Organize and maintain a clean and safe work station.</li> <li>Reach high spaces by climbing a ladder or operating a lift.</li> <li>Work in noisy spaces.</li> <li>See and hear within normal parameters.</li> <li>Willingness to work in any regional location.</li> <li>Work outdoors (parking lots) in inclement weather.</li> <li>Work on uneven ground surfaces.</li> </ul> <p><b>PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>Bend, stoop and kneel.</li> <li>Lift up to 75 pounds.</li> <li>Move about and work in confined spaces.</li> </ul> |

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|                             | <p><b>MENTAL ABILITIES</b></p> <ul style="list-style-type: none"><li>• Read, write and understand written and oral communication in English in order to follow instructions on the manufacturer's label for the use of and/or mixture of products and enforce safety procedures.</li><li>• Evaluate problems and effect remedial action.</li><li>• May require working overtime.</li><li>• Requires fine motor skills/dexterity to manipulate small components and controls.</li></ul> |