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 **10298 - 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 Shop – CADA Building	CLASS TITLE Maintenance Mechanic
WORKING DAYS AND WORKING HOURS Monday through Friday; Day shift, 8:00am – 4:30pm	SPECIFIC LOCATION ASSIGNED TO 1304 O Street, Sacramento,CA 95814
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-108-6940-024

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 Supervisor of Building Trades and/or the Office Building Manager III, the incumbent will be responsible for work related to real property to provide services to maintain or improve the buildings, equipment and occupied spaced to ensure compliance with appropriate principles and guidelines for the buildings in Downtown Sacramento.

% 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 Region V, Central Shop is located in the CADA Building at 1304 O Street, Sacramento, CA 95814. The incumbent will be required to work in structures ranging in height from 1 to 25 floors and three garage complexes. The incumbent performs service work in multiple buildings State-owned and -occupied buildings located in the Downtown Sacramento Facilities Management Division (FMD) Regions, i.e. Regions I, II, III, IV, and Capitol Historic.

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.

SPECIAL REQUIREMENT

Medical 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 (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 buildings 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
Joseph Seabourn		

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-4:30pm

GS 907T (REV. 03/05) RPA 10298-FMD, 308-108-6940-024

% 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)*
	ESSENTIAL FUNCTIONS
20%	In order to maintain and repair all building systems following published guidelines and industry standards: • Complete building tours by visual inspection, general maintenance, and repairs of all building systems and equipment requiring walking, climbing stairs, entering small spaces and noisy spaces. 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. • Makes or assists with repairs to roofing systems, (i.e., rubber, asphalt).
20%	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, 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, holidays 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 and/or the Office Building Manager III by following published guidelines, manufacturer's specifications and industry standards by using appropriate hand and/or power tools: • Installs, inspects, maintains, repairs, troubleshoots or assists engineers, carpenters, plumbers, painters, locksmiths, electricians, electronic technicians all building systems, including but not limited to power distribution systems, plumbing and sewer systems, domestic water pump stations, 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 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. • 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 and/or the Office Building Manager III and the 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 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.

% 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)*
	• 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%	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 FMD budget in accordance with DGS and DOF guidelines.
5%	**MARGINAL FUNCTIONS** • Makes reports in Microsoft Office, Maximo or by manual reporting in order to report and track completed work per FMD procedures. • Acts as backup Maintenance Mechanic, 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. • 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) 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. • Assists Unit Safety Coordinator in order to do thorough routine inspections of all state-owned buildings for compliance. Prepares written status reports in order to report findings using Microsoft 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. **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. ***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** • 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 Maintenance Mechanic in the Central Shop. **SPECIAL PERSONAL CHARACTERISTICS** • Demonstrates superior mechanical ability. • Demonstrates interest in assuming increasing responsibilities. • Knowledge of Microsoft Word, Excel, Maximo, ABMS, PAL, and Outlook. **INTERPERSONAL SKILLS** • 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. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:** **Work Environment** • Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment. • Wear unaltered FMD supplied shirts and/or pants according to current uniform requirements. • 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.

% 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 in noisy spaces. • See and hear within normal parameters. • Willingness to work in any regional location. • May require ability to work overtime. • Requires fine motor skills/dexterity to manipulate small components and controls. **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 that requires heavy physical work; heavy lifting, pushing or pulling. • 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 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. **Mental Abilities** • Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals. • Read, write and understand written and verbal communications in English in order to follow instructions on manufacturer's label for use of and /or mixture of products. • Read, understand, follow and enforce safety procedures. • Apply common sense in personal safety and safety of equipment in adverse weather conditions (light storms, downpours, etc.).