

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-

011026-BPM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Building and Property Management	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Capitol Historic Region -	CLASS TITLE Electrician I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 4:30 p.m.	SPECIFIC LOCATION ASSIGNED TO State Capitol
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-234-6533-003

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 supervision of the Supervisor of Building Trades, this position performs installation, preventive maintenance and repair of building electrical systems. This position provides services to buildings in BPM, Capitol Historic Region including multiple facilities in State-owned and occupied buildings within Sacramento Downtown area encompassing multiple regions.

% 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 State Capitol Building consists of 482,250 square feet and serves the Governor's Office, the Legislative Office and the Finance Director.

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

All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Real Estate Services Division (RES), Building and Property Management Branch (BPM) strategic plans, BPM Manuals, and the Excellence in Public Buildings Initiative.

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

SPECIAL REQUIREMENTS**Medical Evaluation**

This position requires Medical Evaluation clearance

Background Evaluation

This position requires Background investigation clearance

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

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	<p>DUTIES</p> <p>All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Building and Property Management (BPM) manuals, Real Estate Service Division (RESA) and BPM strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair all building systems following published guidelines (i.e., SAM, BPM, 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</p>
30%	<p>ESSENTIAL FUNCTIONS</p> <p>In order to maintain and repair all building systems following published guidelines and industry standards:</p> <ul style="list-style-type: none"> • Replaces lamps and ballasts for office, parking and outside lighting. • Troubleshoots electrical problems in HVAC control, Automatic Transfer Switch Controls, power distribution circuits, lighting control and control circuits. • Repairs and replaces breakers, contactors, starters, motors, wire and cable, etc.
30%	<p>In order to maintain functionality and reliability of all vital mechanical, electrical and telecommunications systems at the Capitol Historic Region facilities using all hand and power tools and equipment as required of the specific task:</p> <ul style="list-style-type: none"> • Performs preventive maintenance on switch gears, transformers and electrical distribution systems. • Performs preventive maintenance and evaluates the efficiency of the electrical portion of the heating, ventilating and air conditioning systems. • Reports inefficient operations to supervisory personnel, so that corrective action can be initiated. • Makes effective recommendation and completes projects assigned to optimize the lighting in equipment and office spaces. • Perform annual infrared testing of the electrical distribution system, including routine inspections and scheduled maintenance. • Troubleshoot, maintain and repair of the Fire, Life and Safety system. • Maintain and repair or arrange repairs to Audio-Visual equipment; set-up of Audio-Visual equipment per various tenant request.
25%	<p>Responds to work order and maintenance requests as submitted by the tenants or other BPM staff using all hand and power tools and equipment in order to perform the following:</p> <ul style="list-style-type: none"> • Installs electrical circuits, conduit, wire, etc., for power, lighting and mechanical equipment. • Installs timers, switches and contactors for lighting systems upgrades. • Troubleshoots electrical systems and various telecommunication systems cabling. • Creates and completes the entry of work orders performed through the preventive maintenance and work order system (Maximo). • Responds to electrical emergencies, diagnostics, and corrects. • Estimates and requisitions materials and supplies including contacting vendors and suppliers for price quotes and material availability.
5%	<p>In order to maintain a safe and healthful environment for the benefit of all employees and the public, under direction of the Office Building Manager and/or Chief Engineer and BPM 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:</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. • Maintain and inspect tools and equipment on a regular basis to maintain reliability and prevent injury. <p>Organizes and maintains records, files and technical listings on equipment, tools or products using Microsoft</p>

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5%	Office, Maximo or hard copy in order to make recommendations on recurring maintenance, special repairs, equipment, tools and supply prices for the BPM budget in accordance with DGS and DOF guidelines.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Requisitions supplies in order to maintain needed equipment, tools, supplies on hand by completing request form and forwarding it to supervisor per BPM procedures. • Makes reports in Microsoft Office, Maximo or manual reporting in order to report and track, completed work per BPM procedures. • Attends current BPM training classes to maintain ethical work standards as directed by BPM managers and supervisors. • As mandated attends DGS sponsored sexual harassment, cultural diversity and workplace violence training in order to maintain professional and ethical work standards. • 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 electrical needs and take appropriate action in accordance with BPM guidelines. • Serves as Unit Safety Coordinator in order to do through routine physical inspections of all state owned buildings for compliance with electrical safety requirements. Prepares written status reports in order to report findings using Microsoft Office or manual reports per BPM procedures and policies • May attend safety training and/or instruct other BPM team members in on going safety procedures in accordance with ESHOP-provided training per BPM polices and guidelines. • Maintains expertise in the field in order to gain knowledge of current industry standards and practices by attending training classes and workshops; reviewing trade publications; establishing professional networking; participating in related professional organizations as recommended by BPM management. <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical equipment; National Electric Code and Electrical Safety Orders of the Division of Industrial Safety application to electrical work.</p> <p>Skill in: Installation, maintenance, and repair of electrical equipment.</p> <p>Ability to: Read and write English at a level required for successful job performance; read, interpret and work from plans, drawings, and specifications; make rough sketches and estimates of the cost of electrical work; keep simple records and make reports. Follow oral and written instructions; instruct and lead unskilled assistants.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrates electrical aptitude. • Understand and follow verbal and written direction. • Demonstrates interest in assuming increasing responsibility. • Knowledge of Microsoft Word, Excel, Maximo, ABMS, PAL, and Outlook. • Possession of a California Driver's License. <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.

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	<ul style="list-style-type: none"> • Ability to relate and work effectively with tenants, contractors, management, public and co-workers. • Ability to communicate effectively with tenants and staff. • Ability to work well as a team player. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p><i>Work Environment</i></p> <ul style="list-style-type: none"> • Mechanical equipment space environments. • Work in building 1 to 6 stories high • Performs work around hazardous materials, such as asbestos or lead. • Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. • Typical work activities involve frequent and prolonged periods of standing and walking. • Work outdoors and in all weather conditions, including rain, heat and cold. • Work in noisy spaces. • Wear unaltered BPM supplied shirts and pants. • When working in the interior of the building, may need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor. • May require overtime. • Willingness to work in any regional location. • Work on uneven ground or slippery surfaces. • May require temporary shift change or building location change. • May require 7-day a week work days during peak season. <p><i>Physical Ability</i></p> <ul style="list-style-type: none"> • Occasionally operates automotive equipment and hauls material. • Reach high places by climbing ladders and stairs or operate a lift. • Requires lifting, carrying, pushing, pulling or moving tools and equipment and supplies weighing up to 50 pounds and transporting materials and/or equipment. • Use tools applicable to trade. • Requires fine motor skills/dexterity to manipulate small components and controls. • Requires reaching, stretching, twisting, turning, kneeling, bending, stooping, squatting, crouching, and grasping. • Move about and work in confined spaces. • Talking, seeing, and hearing are essential to performing the job requirements. • Organize and maintain a clean and safe work station. <p><i>Mental Ability</i></p> <ul style="list-style-type: none"> • Evaluate problems and effect remedial action. • Understand and follow verbal and written directions and communication. • Understand and follow safety procedures. • Read, understand, follow and enforce safety procedures.