

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-

008682 - FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Bay Region—Santa Rosa-Justice Joseph A Rattigan Building	CLASS TITLE Chief Engineer I
WORKING DAYS AND WORKING HOURS Monday through Friday, Day shift 9:00am to 6:00pm	SPECIFIC LOCATION ASSIGNED TO 50 "D" Street, Santa Rosa, CA 95404
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-480-6698-002

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 Office Building Manager II, the incumbent leads and works with one stationary engineer in the day-to-day operation, maintenance, and repair of all building systems including HVAC, plumbing, electrical, etc. at the Santa Rosa, Justice Joseph A Rattigan State Building, Bay 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 Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

The Bay Region, Santa Rosa Management Unit, Justice Joseph A. Rattigan State Building is DGS-owned office building located at 50 "D" Street, in Santa Rosa, CA 95404; that occupies four floors and approximately 95,000 square feet of office space. The Santa Rosa Management Unit is also responsible for maintenance services at the partial service buildings and may be temporarily assigned at any of these partial service buildings:

CHP-Santa Rosa at 6100 La Bath Ave., Rohnert Park – 1 floor, 6401 SF;

CHP-Marin at 53 San Clemente, Corte Madera – 1 floor, 6012 SF;

DOJ Lab at 410 Russell Ave., Santa Rosa

EDD-Santa Rosa at 606 Healdsburg Ave., Santa Rosa – 1 floor, 12,000 SF

SPECIAL REQUIREMENTS

- THIS POSITION REQUIRES MEDICAL EVALUATION CLEARANCE
- THIS POSITION REQUIRES BACKGROUND INVESTIGATION CLEARANCE

DUTIES

The incumbent acts as a working lead by directing the workload of staff, including skilled engineers, apprentices, maintenance mechanics, and building maintenance workers, in order to maintain and repair all building systems 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

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

GS 907T (REV. 03/05)

Day shift M-F 9:00am-6:00pm**RPA 008682-FMD, 308-480-6698-002**

	<p>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.</p> <p>The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.</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"> • Completes watch tours by visual inspection of all building systems and equipment requiring walking, climbing stairs, entering small spaces and noisy spaces. • Records findings in manual watch tour log. • Recommends and takes appropriate action on repairs by evaluating functionality of equipment and systems. • Calibrates and repairs automated building systems by physically aligning setting within design parameters. • Programs automated building systems through software application (i.e., wizard). • Administers and organizes files and database by backing-up files and debugging database corrupted file errors.
20%	<p>In order to monitor work on all building systems by following:</p> <ul style="list-style-type: none"> • Tracks warranties and accurately records status by making detailed notes. • Prepares correspondence to contractor's regarding "notices to correct". • Monitors service contracts and inspects work for quality. • Tracks and reviews all building systems permits. • Organizes and maintains records, files and technical listings on equipment.
15%	<p>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:</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 repairs 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. • 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.
10%	<p>In order to maintain supply, products, tools and equipment inventories following Procurement, SAM, FMD, DGS guidelines and industry standards:</p> <ul style="list-style-type: none"> • Determines supply, product, tool and equipment needs according to systems specifications. • Gathers prices and makes comparisons using catalogs, internet and vendor and supplier prices and estimates. • Recommends appropriate purchases according to comparisons. • Completes and submits requisition and obtains supervisor/manager approval as dictated by purchasing guidelines. • Assigns staff or personally performs weekly inventory by performing a physical and visual shelf count. • Records inventory count in Microsoft (MS) Office and/or MAXIMO databases.
10%	<p>Maintains a safe and healthful environment for the benefit of all employees and the public, under the direction of the Office Building Manager and FMD Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulations, Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189),</p>

DUTY STATEMENT

GS 907T (REV. 03/05)

Day shift M-F 9:00am-6:00pm**RPA 008682-FMD, 308-480-6698-002**

	<p>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>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.</p>
5%	<p>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 DOG guidelines.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Acts as a backup in the absence of the Building Manager, as directed by FMD Regional Managers or supervisors, at any regional facility, 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, and taking appropriate action in response to service needs. May attend with, lead, or instruct other FMD team members in on-going safety training conducted locally.</p>
	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Heating, ventilating, refrigeration, air-conditioning, electrical, water, sewage, and other mechanical systems, and the methods, materials, and tools used in their operation, maintenance, and repair; Safety Orders of the California Division of Occupational Safety and Health applying to heating, electrical, and other related mechanical equipment.</p> <p>Ability to: Read and write English at a level required for successful job performance; direct the work of installing, operating, and maintaining heating, ventilating, refrigeration, and air-conditioning systems, and other mechanical systems; lead the work of skilled craftsmen and semiskilled workers and patient and inmate helpers; keep accurate records and prepare reports; think and act quickly in emergencies.</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 Chief Engineer I in the Santa Rosa Management Unit, Bay Region. • Education equivalent to completion of the twelfth grade.
	<p>ADDITIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Possession of a universal CFC certificate. • Experience in CFC evacuation, charging and record keeping. • Knowledge of Energy Management Systems principles and applications.
	<p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Good record of attendance and punctuality. • Willingness to work shifts other than regular shifts and extended hours if necessary.
	<p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Work well independently or with a team. • Follow work rules, take orders and follow instructions. • Keep regular work schedule and flexibility to adjust when necessary. • Focus attention to details and complete projects. • Organize time efficiently and set effective priorities. • Display good interaction skills.

DUTY STATEMENT

GS 907T (REV. 03/05)

**Day shift M-F 9:00am-6:00pm
RPA 008682-FMD, 308-480-6698-002****WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:****WORK ENVIRONMENT**

- Work in low-rise (4 floors) office-building environment.
- Work in an office environment/setting working with computers and software applications.
- 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 involved 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.
- 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.
- Sitting and typing at computer work station.

PHYSICAL ENVIRONMENT

- 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 noise 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 sound of proper operating equipment.

MENTAL ABILITIES

- Read, understand blue prints and schematics.
- Read 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.