

DUTY STATEMENT

Employee Name:

Classification: Stationary Engineer	Position Number: 580-131-6712-026
Working Title: Plant Operations Stationary Engineer	Work Location: 850 Marina Bay Pkwy. Richmond, CA 94804
Collective Bargaining Unit: R13	Tenure/Time Base: Permanent/ Full-Time
Center/Office/Division: Administration	Branch/Section/Unit: Program Support Branch/ Facilities Management Section/ Plant Operations/ Engineering Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing a variety of skilled work in the operations, maintenance, and repair of heating, air conditioning, refrigeration systems, ventilation, lighting, power, water, water treatment, and other mechanical systems in support of the CDPH, Richmond Campus. The Stationary Engineer may instruct and/or lead other Stationary Engineers, Maintenance Mechanics, Building Maintenance Workers, and Service Assistants. In addition, this position may direct contractors in support of the infrastructure and equipment repairs.

The incumbent works under the general direction of the Chief Engineer II.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance

- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: Incumbents in this position may be required to wear a respirator as required by California Code of Regulation Title 8, or any agency having jurisdiction.

Essential Functions (including percentage of time)

- 20% Operates, maintains, and repairs heating, ventilation, and air conditioning (HVAC) mechanical systems and equipment which are used to maintain building comfort and/or to prevent harmful exposures to the building's occupants: The Stationary Engineer performs duties not limited to repairs, service and installation of fan coil units, supply air handlers, general exhaust fans, fume hood exhaust fans, radioisotope exhaust fans, biological exhaust fans, heating hot water and chilled water systems, variable frequency drives (VFD), and their related apparatuses.
- 20% Service, maintain, incubators, repair walk-in, free-standing refrigerators, freezers, ultra-low and LN2 freezers. This work includes specialized Environmental Chambers and humidifying and dehumidifying systems. Install temperature sensors and connect them to the Building Automation System (BAS). Contact vendors and/or manufacturers for troubleshooting, and parts replacement.
- 15% Service, maintain, and repair building utilities including, but not limited to, laboratory waste systems, air vacuum systems, purified water system (PW), industrial and domestic water systems, pressurized air systems, natural gas systems, 600 volt electrical systems, carbon dioxide systems (CO2), and liquid and vapor nitrogen systems (LN2/N2).
- 15% Service and repair all types of air conditioners, chillers, cooling towers, drinking fountains, controls and metering devices, variable air volume and reheat coil systems (VAV/RHC), steam and condensate systems, pumps of all types, and/or any other equipment brought onto the campus that supports the infrastructure.
- 10% Maintain parts inventory for all equipment and apparatuses. This inventory management includes duties such as researching, receiving bids/quotes, preparing paperwork, and stocking storage rooms and shelves. Always maintain the storage rooms in a neat and clean state.
- 10% Install, maintain, and repair Fire, Life and Safety Systems and Closed-Circuit TV systems, etc.

Marginal Functions (including percentage of time)

- 5% Responsible for completing all general work order requests (CDPH 2227) and preventative maintenance (PM) work orders daily and submitting them daily to the appropriate person. This includes working with the Maximo Enterprise System for all work orders, tasks, and material usage. Completes Purchase Requests (CDPH 2285), monthly time sheets,

Overtime Authorization sheets (CDPH 2297), Absence Request sheets (CDPH 2045A), or any other paperwork as required. Follows all applicable codes and policies.

- 5% May perform shift coverage duties, i.e. day or swing shifts. Perform other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: Skip Thomas		Date 6/23/2022	