DUTY STATEMENT

Employee Name:	Position Number:		
	580-131-6752-909		
Classification:	Tenure/Time Base:		
Chief of Plant Operations I	Permanent/Fulltime		
Working Title:	Work Location:		
Chief of Plant Operations I	850 Marina Bay Parkway, Richmond, CA		
Collective Bargaining Unit:	Position Eligible for Telework (Yes/No):		
S12	No		
Center/Office/Division:	Branch/Section/Unit:		
Administration	Program Support Branch / Facilities Managemer		
	Section / Plant Operations / Engineering Section		

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the <u>California Department of Human Resource's Job Descriptions webpage</u>.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing management and supervision to the plant operations department to ensure protection and upkeep of the physical plant, campus structures, utility services and equipment servicing for the Richmond campus. The Chief of Plant Operations I (CPO I), understands and implements federal and state laws, rules, and codes; as well as facility policies as they relate to building maintenance, Fire and Life safety and facility grounds. Related codes and regulations, include but are not limited to; The California code of regulations (CCR)-Title 8 (industrial relations), Title 17 (Public health) Title 19 (Public safety), Title 24 (Building standards) As well as National Fire Protection Association (NFPA), 101 Life Safety Code, and the State Administration Manual, (SAM).

The incumbent works under the general direction of the Chief of Plant Operations III in Plant Operations.

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:

Essential Functions (including percentage of time)

- 40% Supervise, direct, and assign plant operation staff and building maintenance staff in the proper operation and maintenance of facilities systems and structures. Maintain the overall Laboratory maintenance, campus project support, Ongoing operations including building systems, refrigeration, heating, ventilation, and plumbing, as well as the maintenance and repair of building fixtures and equipment. Inspects facility buildings, structures, equipment, and grounds to determine condition and need for maintenance and repairs. Develop scope of work and specifications for State contracts including but not limited to public works contracts and various other State contracts to help maintain the campus. May work as an assistant and/or backup to the CPO III.
- 30% Prepares justifications and cost estimates for major and minor capital outlay budget change proposals using cost analysis methods such as square footage estimates, contractor bid estimates, architectural slash engineering estimates, unit pricing, etc. Develops cost estimates for operation, maintenance, and repair work; approves purchase requisitions for supplies, tools, equipment, and materials.
- 25% Provide leadership and direction to plant operations staff. Conducts regular staff/unit and one on one meetings with staff. Perform special projects as requested by the CPO III. Ensures annual compliance with regulatory agencies and prepares inventories for parts, maintains records, and provides status updates to administration on an ongoing basis. Develops and tracks that plant operations and safety training program requirements are met. Participate and provide input to various facility committees included but not limited to Health and Safety, Fire Life Safety and Quality Assurance.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as required.

☐ 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: 6/23/2023