Employee Name:

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA

JOB CLASSIFICATION: STATIONARY ENGINEER

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under general direction, to perform a variety of skilled work in the operation, maintenance, and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a State hospital, institution, large office building or complex of buildings; may instruct or lead other engineers; may instruct or lead resident workers; and, do other related work.

30% **Operates and repairs building equipment and facility utilities such as boilers and auxiliary boiler room equipment, heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment, as generated by work orders and as assigned by the Chief Engineer I.**

30% **Performs preventive maintenance tasks on building equipment and facility utilities outlined above, utilizing appropriate methods, tools, and materials, as assigned by the Chief Engineer I.**

10% **Plans layouts and calculates systems requirements to provide estimates for modification or replacement of systems, at the direction of the Chief Engineer I.** Prepares Service Orders and Intra-Office Requisitions for parts, supplies, and equipment.

10% **Performs inspections and troubleshoots electrical and mechanical systems and equipment to identify repairs needed. Prepares and keeps accurate records and reports, such as meter readings, fuel usage, steam output and peak steam load, as directed by the Chief Engineer I.**

5% Other related duties as required.

15% **SITE SPECIFIC DUTIES**

0% **TECHNICAL PROFICIENCY**
None

Revised 05/24/2014

*** Bolded duties have been identified as Essential Functions.**

2. SUPERVISION RECEIVED

The Stationary Engineer functions under the functional supervision of the Chief Engineer I, and the general direction of the Chief Engineer II.

3. SUPERVISION EXERCISED

The Stationary Engineer position is non-supervisory, but may lead and train subordinate and less senior personnel, and advises them of unusual problems, procedures, and practices.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Boilers and auxiliary boiler room equipment; heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment; and, he methods, tools, materials, and equipment used in the operation, maintenance and repair of such equipment.

ABILITY TO:

Follow oral and written directions; demonstrate mechanical ability; keep accurate records; install, operate and make repairs to the various types of equipment listed above in the knowledge requirements; make written reports, read, interpret, and work from plans, drawings and specifications; lay out work for others and direct them in this work; and, analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature	Print Name	Date
	Tony Roberts	6/18/2021
Supervisor Signature	Print Name	Date
	Ray Sousa	06/18/2021
Reviewing Supervisor Signature	Print Name	Date

Revised 05/24/2014

*** Bolded duties have been identified as Essential Functions.**