

CA State Lottery DUTY STATEMENT

(New/Revised 12/2020)

☐ PROPOSED

☒ CURRENT

		EFFECTIVE DATE August 31, 2022
DIVISION/UNIT Operations Division/Engineering and Maintenance Unit	POSITION NUMBER (Agency – Unit – Class – Serial) 358 - 252 - 6215 - 002	
WORK LOCATION Headquarters	CLASS TITLE Building Maintenance Worker	
INCUMBENT NAME	WORKING TITLE Building Maintenance Worker (BMW)	
The Lottery is dedicated to implement the public's mandate to maximize supplemental funding for public education through the responsible sale of lottery products."		
Brief Job Description: Under general supervision of the Chief Engineer II (CE II), Engineering and Maintenance Unit, the Building Maintenance Worker (BMW) independently performs a wide variety of miscellaneous semi-skilled work in the maintenance, alteration, and repair of the buildings, grounds, and related facilities found at the California State Lottery (Lottery) headquarters complex, district offices, regional warehouses, etc. as directed. Additionally, the BMW will assist the Stationary Engineer and the Maintenance Mechanics in other routine inspection and repair of the Lottery's buildings plumbing, mechanical, and electrical systems. The BMW must possess a valid driver's license.		
% 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. ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned. MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.	
45%	ESSENTIAL FUNCTIONS Cleans, maintains, and repairs miscellaneous building components, fixtures, and equipment, including but not limited to furniture, doors, door hardware, locks, windows, and blinds. Makes repairs to and adjusts shelves, cabinets and cabinet lighting; hangs and removes pictures and white boards, etc. Replaces or repairs ceiling tiles.	
30%	Repairs holes in sheetrock and does miscellaneous interior and exterior painting. Applies other protective coatings as needed. Repairs concrete walkways and maintains parking areas and sidewalks in a clean and safe condition. Cleans and repairs roofs as needed. Maintains and repairs electrical lines and fixtures. Maintains and repairs sewer, water, heating & cooling systems and equipment.	
10%	Estimates labor requirements and costs for purchases and repairs. Investigates reports of damage, inspects buildings and grounds and takes necessary action to make repairs to landscaping related systems. Reports and maintains cost data for the CE II on work performed. The incumbent is issued a cell phone so that the incumbent can be contacted (phone call, e-mail, or text message) regarding facility issues at all times during their work hours. The incumbent will be expected to have the cell phone with them at all times during their work hours and respond right away if contacted. The position is not required to respond to contact outside of their work hours and no work should be performed outside of work hours without express authorization of management. Further, the incumbent is not allowed to respond if on leave (sick, vacation, AL, etc.). If the incumbent chooses to respond to contact outside of their work hours (e.g. nights and weekends) they may be requested by their supervisor or another Lottery manager to report to a Lottery facility (Call-Back) if the need warrants immediate attention. In such instances they will be compensated for all hours worked in accordance with their bargaining unit agreement.	

10% 5%	MARGINAL FUNCTIONS Occasionally operates a State van, car, or pick-up truck to haul materials. Operates light construction equipment to accomplish maintenance projects. The BMW must be able to utilize a personal computer with Microsoft Word and Excel software. Moves small furniture and appliances and miscellaneous materials and supplies. Escorts contractors and vendors throughout the buildings. Performs other duties as required at the direction of the CE II.
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SUPERVISION RECEIVED:

The BMW reports directly to the CE II, Engineering and Maintenance Unit.

SUPERVISION EXERCISED:

Incumbent is non-supervisory.

TYPICAL PHYSICAL DEMANDS:

Lifting, pulling, pushing 50lbs or more.

TYPICAL WORKING CONDITIONS:

Daily travel is required.
Some overnight travel may be required.
Some overtime may be required.
Failure to effectively communicate accurate instructions to contractors can result in costly mistakes due to construction not being done to specification and codes; this results in monetary and safety-related concerns. The most critical areas are the electrical systems, which have a direct impact on the Lottery's operation; the entire gaming operation is dependent on electrical power.

PERSONAL CONTACTS:

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: • I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE • I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED
EMPLOYEE'S STATEMENT: • I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR • I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT • I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION • I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED

CA State Lottery

Duty Statement Instructions

(New/Revised: 12/2020)

Effective Date: Enter effective date of duty statement. This date reflects the date the duty statement was created, updated, or reviewed for continued accuracy of tasks.

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Work Location: Enter the physical location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Class Title: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.)

Incumbent Name: Employee's full name.

Working Title: Enter the working title of the position, if different from the legal class title.

Brief Job Description: Enter a brief description of duties to be performed such as: Under the supervision of the Staff Services Manager I the incumbent is responsible for *ADD A BRIEF SUMMARY OF DUTIES*.

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P analyst.

Percentage of Time Performing Duties: Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions. NOTE: Percentages must be in descending order with largest percentage of duties at the top. Percentages should be no more than 45% and in descending order. Total of all percentages cannot exceed 100%.

Essential Functions: These duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure duties assigned to the position are appropriate for the classification and group similar tasks together. Explain WHAT the task or duty is to be performed, WHY the task is being performed, WHAT GOAL is being achieved, and WHERE/WHEN is the task done if relevant to the working conditions of the job.

- Example: Meet with retailers (**WHAT**) monthly in the field at the retailer's place of business (**WHERE/WHEN**) to determine Lottery Scratcher needs (**WHY**) and ensure supply/demand needs are met (**WHAT GOAL**)

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other words that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or to the general public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job Bulletins).

Marginal Functions (Second Page): These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., Other duties as assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in the total of all percentages which cannot exceed 100%.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: 358-031-5157-001).

Supervision Received: List the classification and/or title of the person this position receives supervision from (e.g., The *Staff Services Analyst* receives supervision from the *Revenue Collections Manager*, *Staff Services Manager I*).

Supervision Exercised: Enter classifications supervised by incumbents (e.g., None if they do not supervise, or Provides supervision to subordinate manager and analytical staff, etc.)

Typical Physical Demands: Enter the physical characteristics/surroundings of the job that make specific demands of an employee's capacity. These may describe physical requirements to perform the essential functions of the job. (e.g., lifting 50lbs or more) Additionally, verbs such as walk, talk, see, hear, etc., should not be included as they are not ADA compliant.

Typical Working Conditions: Enter the working conditions/working environment. This covers such matters as: travel, working time, OT the organization of work and work activities. (e.g., Occasional overnight travel (10%), work in a high-rise building, work in a fast-paced environment, etc.)

Personal Contacts: Enter contacts the incumbent will frequently have (e.g., public, other state offices, control agencies, Governor's offices, other State's, etc.).

Supervisor's Name, Signature, & Date: Supervisor enters name, signature, & date acknowledging they discussed the duties and responsibilities of the position with the employee.

Employee's Name, Signature, & Date: Employee enters name, signature, & date acknowledging duties were discussed with the supervisor, they are able to perform the essential functions listed in the duty statement with or without reasonable accommodation, and they may be asked to perform other duties as assigned within current classification including work in other functional areas as business needs require.