

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 27695	DGS OFFICE or CLIENT AGENCY Facilities Management Division (fmd)	
UNIT NAME Direct Construction Unit	REPORTING LOCATION 1421 N Market Boulevard, Sacramento, CA 95834	
SCHEDULE (DAYS / HOURS) Monday - Friday/7:00 am - 3:30 pm	POSITION NUMBER 308-981-6940-002	CBID R12
CLASS TITLE Maintenance Mechanic	WORKING TITLE DCU Project Mechanic	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general supervision of a Direct Construction Supervisor II or a Supervisor of Building Trades, the position will be responsible for Direct Construction work related to real estate property providing journey level services to maintain or improve state assets from a project level, including: complex building systems, general equipment installation and repairs, tenant improvements, and troubleshooting on all construction related work and issues. General work performed within this classification under DCU is based within all phases of construction. DCU is a construction support unit within DGS and performs work throughout the state through 2 area offices located in Sacramento and Los Angeles.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Medical Evaluation

This position requires Medical Evaluation clearance.

Background Evaluation

This position requires Background Investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Performs miscellaneous minor building construction, installs, inspects, maintains, repairs, troubleshoots and/or assists other trades personnel in the construction and repair of building systems, interior/exterior surfaces, general machinery, roofing, concrete, metal work, landscape, and carpentry by responding to service calls and performing repairs as needed in order to minimize damage and to ensure reliability and long-term use of building related systems following manufacturer's specifications, industry standards, DCU, Health and Safety and FMD guidelines utilizing the appropriate hand and/or power tools.
25%	Inspects, troubleshoots, maintains, and repairs all trade tools and equipment, including stationary shop equipment (saws, shears, drills, welders, grinders, etc) by keeping records and inventory tracking of tools and equipment utilizing industry standard reporting and software in order to maintain repair shops, tool cribs, grounds, and fleet vehicles and ensure published guidelines, manufacturer's specifications and industry standards are being followed.
15%	Under supervision, plans skilled work consisting of construction, repair, operation, modification, inspection, replacement, and maintenance of civil structures, equipment, and grounds by reading and interpreting shop drawings, owner manuals, specification sheets and building codes in order to

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 Current Proposed

PERCENTAGE	DESCRIPTION
	evaluate problems and the functionality of equipment and systems to ensure state assets are maintained and repaired following published guidelines and industry standards.
10%	Attends certified training and operates construction related equipment such as forklifts, dump trucks, stake beds, welders, man/boom/scissor lifts, scaffolds, tractors, cranes and others. Attends training in the handling of hazardous materials and use of environmental safeguards to maintain a safe environment for employees and the public utilizing Environmental Safety and Health Unit (ESHOP), in compliance with Federal, State, and local laws and regulations. Participates and/or leads team in executing plans for Emergency Response, disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.
10%	Organizes and maintains records, files and technical listings on equipment, tools and products by using Microsoft Office, Maximo, Procore, and other industry standard software and making recommendations to supervisor on special repairs, recurring maintenance, and supply prices in order to mitigate emergency conditions, minimize damage and ensure the health and safety of the building occupants in accordance with DGS and DOF guidelines.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Attends training classes to maintain ethical work standards, assists supervisor by tracking and reporting completed work using current record programs (Pathways, Train tracker, Maximo, Procore) in order to communicate with staff to facilitate safe building repair needs and take appropriate action in accordance with FMD/DCU guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work can be located within high rise (7 floors or higher) or a low rise (6 floors or less) office-building environment.

Statewide travel and mobility mandatory

Construction job site environment

Wear unaltered PPE and FMD supplied shirts and pants according to current policy.

Stand and/or walk for extended periods, climb stair and ladders.

Work in noisy, confined spaces.

Willingness to temporarily work in any remote location.

May require ability to work overtime.

Reach or stretch by extending hand(s) or arm(s) in any direction.

Work from CAT-WALKS at building exterior.

Requires fine motor skills/dexterity to manipulate small components and controls.

Considerable physical activity, requires heavy lifting, pushing or pulling.

Works on elevated, high-reach areas using a vertical, motor-powered, MAN-LIFT.

Wears safety equipment during the performance of duties, i.e., ear plugs, dust masks, eye goggles, cloth gloves, rubber boots or rain gear and back support.

See and hear for visual inspection of the operation of machinery/equipment or sound inspection of proper operating machinery/equipment.

Position may be required to enter buildings requiring background clearance as determined by the security requirements of each agency department.

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Current

Proposed

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.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

POST AND BID REQUEST

Office of Human Resources

DGS OHR 56 (Rev. 1/2022)

Instructions:

This form shall be completed only by **current DGS employees** who are in the same classification as being advertised.This form must be submitted to the contact person/address in Section 3 **NO LATER** than the final filing date.**SECTION 1. EMPLOYEE CURRENT JOB INFORMATION**

LAST NAME	FIRST NAME	MI	CLASSIFICATION
DIVISION	OFFICE		REGION (if applicable)
WORK STREET ADDRESS	CITY	STATE	ZIP CODE
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
SUPERVISOR FULL NAME (Last, First M.I.)			SUPERVISOR WORK PHONE NUMBER

EMPLOYEE STATEMENT

Pursuant to the MOU Article listed in section 2, I hereby request that I be considered for the position as referenced below. I certify that I am currently a full-time permanent employee (having successfully completed my probationary period or having completed all requirements of an authorized State apprenticeship program) in the classification below and am currently working in the city of the position being advertised. I understand that the bidder with the most continuous local seniority will be selected for the position and notified of the start date. If I am the most senior bidder and am notified of the start date, I must immediately accept or reject the job offer unless mutually agreed otherwise by the hiring supervisor.

EMPLOYEE SIGNATURE	BEST CONTACT PHONE NUMBER	DATE
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SECTION 2. POSITION IN WHICH EMPLOYEE WISHES TO POST AND BID

RPA NUMBER	BARGAINING UNIT	POSITION NUMBER	CLASSIFICATION
27695	12	308-981-6940-002	Maintenance Mechanic
CITY LOCATION	STATE	ZIP CODE	REGION (if applicable)
Sacramento	CA	95834	DCU
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
Monday - Friday	Day	7am-3:30pm	
MEMORANDUM OF UNDERSTANDING EFFECTIVE DATES			ARTICLE NUMBER
July 1, 2023 - June 30, 2026			17
POST & BID TYPE	FINAL FILING DATE (form must be submitted NO LATER than this date)		
Local	01/03/2025		

SECTION 3. ADDRESS TO SEND POST AND BID FORM (EMPLOYEE RESOURCE LIAISON)

CONTACT PERSON NAME	EMAIL ADDRESS		
Lori Kemp	FMDERL@dgs.ca.gov		
STREET ADDRESS	CITY	STATE	ZIP CODE
707 3rd Street, 3rd Floor	West Sacramento	CA	95814

SECTION 4. OFFICE OF HUMAN RESOURCES USE ONLY

ABMS NUMBER	TENURE	TIME BASE	DATE P&B FORM RECEIVED BY HIRING OFFICE
APPOINTMENT DATE	SENIORITY (months)	DATE VERIFIED	Field reserved for date stamp by Hiring Office upon receipt from bidder.
SENIORITY VERIFIED BY C&P ANALYST (NAME)			