

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial		Unit Facility Operations		
Class Title MAINTENANCE MECHANIC		Location		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID	Work Week Group:	Pay Differential
<p>Inspects, maintains, and repairs plumbing, heating, cooling, water, and sewer systems; does electrical maintenance and repair work; performs miscellaneous minor building construction and repair work; performs miscellaneous interior and exterior painting; refinishes furniture; estimates and requisitions materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports. Occasionally operates automotive equipment and hauls material (Valid California Driver's License and Defensive Driver Permit is required contingent on the class of vehicle to be driven, in accordance with Administrative Directive 7.07).</p>				
% 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; percentage must total 100%. (Use additional sheet if necessary).			
50%	<p>Performs miscellaneous interior and exterior painting; refinishes furniture; keeps tools and equipment in good condition. Inspects, maintains, and repairs plumbing, heating, cooling, water, and sewer systems; does electrical maintenance and repair work; performs miscellaneous minor building construction and repair work.</p> <p>Required to operate automotive equipment and hauls material (Valid California Driver's License and Defensive Driver Permit required contingent on the class of vehicle to be driven, in accordance with the Administrative Directive 7.07).</p> <p>Required to be able to bend; reach; ascent stairs, slopes, and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions.</p>			
20%	<p>Performs clearing drains, minor water line repairs, assists with excavation and underground large valve replacement. Performs soldering copper pipe, Pipe threading and minor pipe fitting.</p>			
20%	<p>Replaces light lamps and bulbs, troubleshoots lighting equipment, replace ballasts, troubleshoot, and replace 2,3,4- way switches, replace electrical plugs, and assist the Electrician I with tasks.</p>			
10%	<p>Assists with Carpenter I task, remove, or install items on walls, repair/replace locks and doorknobs, repair/replace Lexan windows, install anchors, concrete drilling, operates drills, table saw, hand power saw and other tools used in the carpenter trade. Paints and patch interior/exterior walls, ceiling, curbs, parking stalls, and other items as assigned.</p>			
Required Competencies	SUPERVISION RECEIVED:			

	<p>Works under the supervision of the related shop</p> <p>SUPERVISION EXERCISED:</p> <p>No line supervision exercised.</p> <p>ABILITY TO:</p> <p>Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification. Ability to bend; reach; ascent stairs, slopes, and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions.</p> <p>KNOWLEDGE OF:</p> <p>Methods, materials, and equipment used in the operation and repair of plumbing, heating, cooling, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, cooling, electrical, plumbing, and other mechanical systems.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC):</p> <p>Demonstrates knowledge of correct method used in reading blueprints. Knowledge of trouble shooting pneumatic, electrical, mechanical, electronic and refrigeration equipment Performing water treatment, settings of chemical feed pumps. Ordering chemicals, pump repair, reading instruments Awareness of Injury, Illness, Prevention Program Safety Data Sheets, performs risk analysis before doing work. Demonstrates knowledge of the use of tools used in heating, cooling, steam piping repair and associated kitchen equipment. Be familiar with working safely around live electrical equipment while performing electrical tests and tasks. Demonstrates basic knowledge of carpentry and safe use of power tools. Knowledgeable in painting techniques and cleaning. Knowledge in clearing drains minor plumbing and water distribution systems</p> <p>ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.</p> <p>INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p>
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	<p>HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p>THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p> <p>CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.</p> <p>RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p>
License or Certification	It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.
Training	The employee is required to keep current with the completion of all required training.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>The employee is required to work any shift and schedule in a variety of settings and security areas 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 can safely perform their essential job functions.</p>

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Classification
(Employee Signature)

Print Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Classification
(Supervisor Signature)

Print Name

Date

Classification
Reviewing Supervisor Signature

Print Name

Date