



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Stationary Engineer	549-670-6712-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Stationary Engineer	R13
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	125 I Street Sacramento, CA 95814	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Park Maintenance Chief II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general direction of the Park Maintenance Chief II, the Stationary Engineer is required 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 within the Capital District. The Stationary Engineer operates, maintains, and performs upkeep of fire systems, repairs boilers, heaters, pumps, valves, and lines; operates, repairs, and maintains refrigerant compressors, condensers, evaporators, transfer pumps, expansion valves, control systems, gas distribution lines, all plumbing systems, and sewage pumps; operates, repairs and maintains all types of motors, compressors and fans; repairs and maintains single-phase and multi-phase electrical circuits; maintains records and initiates repairs on elevators; and repairs electronic systems and procures parts, supplies and equipment necessary to perform systems maintenance and repair work. The Stationary Engineer must possess valid certifications, licenses, and training mandated by law and through various regulatory authorities. The Stationary Engineer will be required to instruct or lead other permanent and seasonal staff performing maintenance on mechanical systems and related work. The Stationary Engineer reports to the California State Railroad Museum on 125 I Street, Sacramento, CA.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<u>FACILITIES MAINTENANCE</u> Responsible for the operation, maintenance, and repair of mechanical systems within the Capital District including: all types of HVAC systems, plumbing, electrical, electronic controls, lighting systems, pneumatic systems, refrigeration units, boilers, hydronic systems, lift stations, audio/visual systems, door hardware, key/lock program, pump maintenance, and other duties as required.	
30%	<u>MECHANICAL SYSTEM UPGRADES AND COMPLIANCE</u> Performs mechanical system assessments. Develop projects for system upgrades. Ensures quarterly/annual/5-year Fire system compliance is met. Ensures yearly elevator compliance is met. Coordinates with contractors, engineers, and vendors regarding preventative maintenance and repairs. Keeps project records and tracks projects in Maximo. Provides estimates of labor, time, and materials and prepares specifications for service contracts.	
15%	<u>EQUIPMENT MAINTENANCE</u>	

	Service, inspect, operate, and repair a wide variety of hand and power tools, machinery, vehicles, lifts, mowers, sprayers, trailers, and other equipment, maintaining them in a safe and efficient operating condition. Typical tasks include, but are not limited to, replacing frayed cords, electric motors, bearings, and bushings, performing tune-ups, troubleshooting, and recommending solutions for malfunctioning equipment. Keep accurate repair and maintenance logs and files. Keeps the supervisor informed of all work being performed.	
10%	<u>ADMINISTRATION</u> Track work in Maximo and attend and participate in staff and safety meetings. Attend job-related and continuing education classes to keep abreast of the latest technology and materials. Prepare attendance reports and other personnel documents properly and submit them promptly. Be knowledgeable of department policies, procedures, directives, organizational goals, and other related progress. Inventory supplies and materials and procure these items using proper documents within the current guidelines. Control and keep records of key distribution to protect the integrity of district security systems.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle. A Refrigerant Recovery (608 Type 4 certification) is required.		
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 the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)		SUPERVISOR SIGNATURE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)		EMPLOYEE SIGNATURE