

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	Position Control Approval: cm	Date: 07/21/2025
Employee Name		Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-XXX-6712-XXX		Unit Plant Operations		
Class Title Stationary Engineer		Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID R13	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Perform a variety of skilled work in the operation, maintenance, installation, and repair of boiler, heating, air conditioning, ventilating, lighting, power, water treatment, and other mechanical systems normally found in a State hospital. May instruct or lead workers with patients; and do other related work.				
25%	Operates, maintains, installs, and repairs boilers, heaters, pumps, valves, auxiliaries, burners, engines, generators, air compressors, chillers, cooling towers, pumps, lines, and other devices used in the generation and distribution of steam, heated or processed water, chilled water, electricity, fuel, compressed air, and other utility systems produced and distributed from the Central Plant & other remote equipment locations.			
15%	Operates, maintains, installs, and repairs refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures and Heating, Ventilation, and Air Conditioning (HVAC) systems.			
15%	Operates, maintains, installs, calibrates and repairs single-phase and multi-phase electrical circuits, including electric motors, electronic controls, instruments, energy management systems, building control systems, emergency power systems, motor controls, Programmable Logic Controllers, Variable Frequency Drives, and other electrical, electronic, pneumatic, and hydraulic devices and controls.			
15%	descend into excavations bringing with him or her the tools and supplies necessary to repair the system being serviced. Work for extended periods in excessive heat and work unassisted if necessary.			
15%	Operates, repairs, maintains, and installs water filters, softeners, chemical feed systems, piping and pumps used in conjunction with water distribution, wastewater, and mechanical systems, supply lines and water lines. Maintains, repairs, and installs laundry, bakery, culinary, scullery, and equipment.			

15%	<p>Takes water samples and runs chemical test to ensure proper chemical treatment. Maintain daily tool control procedures and instructs all concerned in proper tool control. Performs preventive maintenance tasks on equipment as noted above, utilizing appropriate methods, tools, and materials. Keeps inventory of spare parts and supplies, calculates systems requirements to provide estimates for modification or replacement of systems, reads, understands, and conforms to all Hospital Administrative Directives and Plant Operations Policies. Follows good safety practices and makes corrections or suggestions on safety issues. Understands what Safety Data Sheets are and how to use them; leads and trains subordinate and less senior personnel, and advises them of unusual problems, procedures and practices. Completes other related duties as required. The Stationary Engineer may be temporarily assigned to assist in other Plant Operations functions that would serve the best interests of the Hospital.</p>
Other Information	<p>Supervision Received: Chief Engineer II</p> <p>Supervision Exercised: May act in a lead capacity over unskilled assistants or other employees assigned under special circumstances.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>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; the methods, tools, materials, and equipment used in the operation, maintenance and repair of such equipment.</p> <p>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: Think and act quickly in emergencies. Analyze situations accurately and take effective action.</p> <p>REQUIRED COMPETENCIES</p> <p>ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL</p>

	<p>Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.</p> <p>CPR Maintain current certification as indicated by local facility.</p> <p>THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).</p> <p>DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.</p> <p>PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.</p> <p>THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate 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> <p>SITE SPECIFIC COMPETENCIES Operates, repairs, installs, and maintains mechanical and utility systems and all facility related equipment, including the building automation system. Ability to operate a central plant in accordance with CCR Title 8 Sect. 781, EPA, and local Air and Water District Regulations. Maintain therapeutic/professional boundaries with patients/employees.</p> <p>TECHNICAL COMPETENCIES Ability to use and operate flue gas analyzers, refrigerant leak detection equipment, refrigerant recovery equipment, and other Technology.</p> <p>LICENSE OR CERTIFICATION N/A</p> <p>TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training.</p>
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	<p>PHYSICAL DEMANDS – See attached</p> <p>WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.</p>
	<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).</p> <p>_____ Employee Signature</p> <p>_____ Date</p>
	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____ Supervisor's Signature</p> <p>_____ Date</p> <p>_____ Reviewing Supervisor's Signature</p> <p>_____ Date</p>

Physical Requirements of Position
Stationary Engineer (6712)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients		X				
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing				X		
Walking			X			
Running	X					
Crawling		X				
Kneeling		X				
Climbing		X				
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)		X				
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping			X			
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)			X			
Computer use (keyboard, mouse)		X				
Walking on uneven ground			X			
Driving		X				
Operating hazardous machinery			X			
Exposure to excessive noise			X			
Exposure to extreme temp.				X		
Exposure to dust, gas, fumes, or chemicals			X			
Working at heights		X				