

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#

C&P Analyst Approval
FA

Date
6.22.2023

Employee Name

Division

Department of State Hospitals-Metropolitan

Position No / Agency-Unit-Class-Serial

487-558-6695-001

Unit

Plant Operations

Class Title

Chief Engineer II

Location

Office

SUBJECT TO CONFLICT OF INTEREST

CBID
S13

WORK WEEK GROUP

2

PAY DIFFERENTIAL

OTHER

☐ Yes ☒ No

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Chief of Plant Operations I, the Chief Engineer II supervises the operation, maintenance, and repair of the heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants and other mechanical and power equipment for a large State institution. May instruct or lead workers with patients; and do other related work.

% 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.)

ESSENTIAL FUNCTIONS

25%

Supervise and assign work to Electrician Supervisor, Plumbing Supervisor, Chief Engineer I, Stationary Engineers, and Fusion Welder in Plant Operations. Direct the preventive maintenance program of the heating, air conditioning, ventilation systems and electrical systems including knowledge of asbestos containing material (ACM) related work.

25%

Supervise and assign work to the Central Utility Plant (CUP) and coordinate with the Chief Engineer I and Stationary Engineers for related mechanical equipment, Chillers and Boilers Operations and analysis of Chilled Water, Chiller's Condenser Water and Boiler feed water Chemistry.

20%

Prepare project specifications & scope for service & public works contracts; oversee maintenance and operation of the Building Automation Systems (BAS) & Energy Management System (EMS).

20 %

Prepare requisitions for equipment and supplies; Ensure the cleanliness and order of equipment rooms; maintain records and prepare reports.

MARGINAL FUNCTIONS

5 %

Prepare performance evaluations of staff. Direct the preparation of logs, charts and records.

5%

All other duties and special projects as assigned consistent with this classification.

Other Information	SUPERVISION RECEIVED Under the direction of the Chief of Plant Operations I (CPOI) SUPERVISION EXERCISED • Three (3) Chief Engineer I • Plumbing Supervisor • Electrician Supervisor • Sixteen (16) Stationary Engineers • Fusion Welder <u>KNOWLEDGE AND ABILITIES</u> Knowledge of: Heating, ventilating, refrigeration, and air-conditioning systems, and methods, materials, and tools used in their operation, maintenance, and repair; electrical, water, sewage, elevator, and other mechanical systems, and methods, materials, and tools used in their operation, maintenance, and repair; Safety Orders of the California Division of Industrial Safety applying to heating, electrical, and other related mechanical equipment; analysis and treatment of boiler feed water; principles of effective supervision; department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives. Ability to: Read and write English at a level required for successful job performance; direct the work of installing, operating, and maintaining heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants and other mechanical systems; read, interpret, and work from plans, drawings, and specifications; keep accurate records and prepare reports; think and act quickly in emergencies; plan and direct the work of skilled craftsmen and semiskilled workers; effectively contribute to the department's affirmative action objectives. <u>SPECIAL REQUIREMENT</u> Ability to: <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 50 pounds, lifting and carrying up to 75 pounds, and repetitive fine motor and hand motion. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively. CPR Maintains current certification SITE SPECIFIC COMPETENCIES • Interact successfully in a team environment. • Communicate successfully in a diverse community. • Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele and adversarial
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conditions.

- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- None

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- 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.

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.

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 maintain confidentiality at all times.

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.

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).

Employee's Signature

Date

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

Supervisor's Signature

Date