

**DUTY STATEMENT  
DEPARTMENT OF VETERANS AFFAIRS  
VETERANS HOME OF CALIFORNIA - REDDING**

<b>PART A</b>	
<b>Position No: 578-124-6712-003</b>	<b>Date:</b>
<b>Class: Stationary Engineer</b>	<b>Name:</b>
Under the general direction of the Chief of Plant Operations I, the incumbent will perform a variety of skilled work in the operation, maintenance, installation, and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a Veterans Home. May instruct, or lead workers; and do other related work.	
<b>Percentage of time performing duties:</b>	<b>ESSENTIAL FUNCTIONS</b>
40%	<p>Operate, maintain, and repair boilers, heaters, burners, engines, generators, air compressors, chillers, cooling towers, pumps, valves, appurtenances, lines and other devices used in the distribution of steam and heated or processed water; operate, repair and maintain 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; operate, maintain and repair air compressors, together with distribution lines and all valves and devices for air control.</p> <p>Operate, maintain, and repair all natural and manufactured gas distribution lines, and manufacturing systems including all valves and control devices. Operate, repair, and maintain water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water lines. Operate, repair, and maintain all types of motors and maintain single-phase and multi-phase electrical circuits up to 550 volts; repair and maintain electrical transformers, motors, controls, machinery fixtures, appliances and elevator.</p> <p>Repair and maintain electronic systems such as clocks, closed circuit television, automatic alarm systems, security systems, energy management systems, equal potential grounding and automatic power transfers; calibrate control systems for air conditioning, refrigeration, heating and ventilation systems, including air balance, humidistat and solid state electronic motor control amplifiers.</p> <p>Operate, maintain, and repair water and sewage systems, laundry, bakery and culinary equipment; inspect and trouble shoot electrical and mechanical systems and equipment to identify repairs needed; perform minor building maintenance and repair. Plan, layout, and estimate costs of electrical, mechanical, and electronic systems; requisition parts, supplies and equipment; calculate systems requirements to provide estimates for modification or replacement of systems.</p>
20%	Monitor the operating pressures and temperatures of equipment utilizing gauges and computerized building automation system. Perform scheduled preventive maintenance on installed equipment. Lead and train subordinate and less senior personnel, and advise them of procedures and practices with regards to unusual problems.
20%	Assist other Stationary Engineers with the operation and maintenance of air conditioning, refrigeration, heating, and ventilating systems; perform emergency repairs to installed equipment.
10%	Prepare reports; order supplies and repair parts; assist in other areas; attend in-service training, on-the-job and other related training.

5%	Perform routine day-to-day housekeeping tasks required to maintain a safe and clean work area. Promote and enforce safety rules and regulations, including tool control. Maintain safety consciousness and awareness with special attention to factors such as: phone numbers to dial in emergency situations; alternate measures of summoning aid when phone is not available; location of the nearest fire extinguisher to the area in which you are conducting work; the need to correct or report any safety hazards that you observe. Use common sense in resolving safety problems. Report all safety concerns to appropriate persons.
<b>NON-ESSENTIAL FUNCTIONS</b>	
5%	Other related duties as assigned.
<b>OTHER</b>	
<p><b>Attendance</b>  Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.</p>	

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<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> Take readings, prepare various forms, monitor gauges, review logs.					X
<b>HEARING:</b> Answer telephones; receive information over radio, accept directions.					X
<b>SPEAKING:</b> Communicate with staff, residents and the public in person and via telephone; interact in meetings; answer telephones, provide verbal information over radio, acknowledge directions.				X	
<b>WALKING:</b> Inspect equipment, take readings, and respond to emergencies.					X
<b>SITTING:</b> Prepare logs, requisitions, answer phones; work on equipment; meetings; training.			X		
<b>STANDING:</b> Work on equipment, troubleshoot, and make copies.				X	
<b>BALANCING:</b> Work on ladders, work on roofs, work on un-even surfaces.			X		
<b>CONCENTRATING:</b> Work with moving machinery, electricity, hot water, chemicals, compressed gases, welding and brazing equipment, prepare various forms; understand laws, rules, regulations, policies and procedures;					X
<b>COMPREHENSION:</b> Understand instructions, policies, procedures, and safety rules and regulations.					X
<b>WORKING INDEPENDENTLY:</b> Must be able to work without direct supervision.					X
<b>LIFTING UP TO 10 LBS:</b>					X
<b>LIFTING 10-25 LBS:</b>					X
<b>LIFTING 25-50 LBS:</b>				X	
<b>FINGERING:</b> Push telephone buttons, computer keyboard, copier, meters, and analyzers.			X		
<b>REACHING:</b> Answer telephone; use a mouse; print documents on desk printer; retrieve documents from printer.				X	
<b>CARRYING:</b> Tools, equipment, and parts.					X
<b>CLIMBING:</b> Ladders.				X	
<b>BENDING AT WAIST:</b> Work on equipment; pick up parts.				X	
<b>KNEELING:</b> Work on equipment.				X	
<b>PUSHING OR PULLING:</b> Use tools and hand carts.				X	
<b>HANDLING:</b> Pick up parts, equipment, and tools.					X
<b>DRIVING:</b> Maintenance vehicles and electric carts.		X			
<b>OPERATING EQUIPMENT:</b> Chillers, boilers, pumps, fans, motors, air handlers, and computer.					X
<b>WORKING INDOORS:</b> Repair shop.				X	
<b>WORKING OUTDOORS:</b> Roof.				X	
<b>WORKING IN CONFINED SPACE:</b> Inside air handlers, in crawl spaces, above ceilings.				X	

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date \_\_\_\_\_

Human Resources signature: \_\_\_\_\_

Date \_\_\_\_\_