

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division			
Position No / Agency-Unit-Class-Serial		Unit			
Class Title Building Maintenance Worker (BMW)		Location Facility Operations			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID 12	Work Week Group:	Pay Differential	Other
Under supervision of the Supervisor of Building Trades, the Building Maintenance Worker performs a variety of semi-skilled manual tasks and assists skilled crafts persons in the performance of their trade which includes but is not limited to the alteration, maintenance and repair of buildings and building facilities. The Building Maintenance Worker may be scheduled to work in any of the following shops according to the needs of the department and hospital: Paint; Landscape; Plumbing; Engineer; Electric; Sheet Metal; Lock or Carpentry.					
% 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%.				
35%	Cleans, maintains, and repairs buildings, fixtures, and equipment: Includes minor lock repair, and remove broken keys Minor repair of windows, doors, gutters, drains, shelving; replaces light bulbs and fuses. Makes minor repairs to VCT tile and Cove Base. Makes minor repairs to vents in the modular skirting. Assists in hanging curtains. Assists in cleaning roof scuppers. Assists in repairing plaster and concrete. Assists in patching and painting buildings, equipment, roadways, and curbs. Makes minor repairs/replacement of Ceiling Tiles. Make minor reports on work performed.				
35%	Performing, scheduling, and documenting preventive maintenance: Including Gutter Cleaning. Touch up Paint (less than a 2x2 foot area). Courtyard Drain Clearing. Assists in maintaining and repairing basement water storm pumps. Lock lubrication and PMs.				
20%	Other duties assigned include: Assist in making keys/chits, re-keying cylinders. Assists with Plumbing maintenance or repairs. Assists with Landscaping maintenance or repairs.				

	Escorts, monitors, and supervise vendors and contractors working on Hospital grounds.
10%	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)
Required Competencies	<p>SUPERVISION RECEIVED:</p> <p>Building Maintenance Worker is under the supervision of the Building Trades Supervisor and receives additional leadership under the direction of the applicable supervisor under the shop in which the BMW is assigned.</p> <p>SUPERVISION EXERCISED:</p> <p>No line supervision exercised however, may instruct, and lead unskilled assistants.</p> <p>ABILITY TO:</p> <p>To do a variety of semi-skilled maintenance and repair tasks, follow directions, prepare reports of work done; 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 outdoors in all weather conditions.</p> <p>KNOWLEDGE OF:</p> <p>Common methods, practices and materials used in the maintenance, repair, and workings of buildings and building facilities; various tools and equipment used in building maintenance and repair work as well as their proper employment and care.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC):</p> <ul style="list-style-type: none"> • Willingness and ability to take direction and accept suggestions for improvement. • Willingness and ability to cooperate and interact harmoniously with staff, patients, and all levels of Hospital staff. • Willingness and ability to perform manual labor under the direction of a skilled craftsman. • Laboring in crawlspaces, attics, plenums and confined spaces. <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</p>

	<p>from symptoms indicating the presence of infection and are able to 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> <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>

Employee may be asked to respond to a call back for health and safety issues, after any shift and schedule, in a variety of settings throughout the Hospital in accordance with Facility Operations Call Back Procedures for BU 12 & 13 employee and as determined by the operational needs of the Hospital.

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
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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
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Classification Reviewing Supervisor Signature	Print Name	Date
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