



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

044-6712-005

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Administrative Services Division		2. REGION OR BRANCH Facilities Operations Branch	
3. REPORTING UNIT NAME HVAC Renovation and Building Operations <input type="checkbox"/>		4. POSITION CITY San Francisco Bay Peninsula	
5. CLASSIFICATION TITLE Stationary Engineer		6. WORKING TITLE Stationary Engineer	
7. POSITION NUMBER 044-6712-005		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT R13	10. WORK WEEK GROUP 2	11. TENURE Permanent	12. TIME BASE Fulltime

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? Yes No
 This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. EMPLOYEE PULL NOTICE PROGRAM (VEHICLE CODE SECTION 1808.1.)? Yes No
 This position requires enrollment into the DMV's electronic Employee Pull Notice (EPN) Program. Enrollment is required for team members who are in a position that meets one or more of the criteria outlined in the DMV EPN policy.

15. CPC ANALYST APPROVA **R. Holladay** 16. DATE APPROVED **2/26/2021**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

17. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Chief Engineer (CE) II, HVAC Renovation and Building Operations Unit and the leadership of the Chief Engineer I, the Stationary Engineer performs a variety of skilled work in the operation, maintenance and repair of heating, air conditioning, Ventilation, Electrical distribution, and plumbing found in a state facilities. Duties include, but are not limited to the following: (All work to be performed will be within code and asbestos-related procedures mandated by law will be followed.)

18. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

[Essential (E)/ Marginal (M) Functions]:

- 35% (E) Inspects all heating and air conditioning equipment monthly in DMV state-owned offices, changes filters, belts, oil, and handles refrigerant. Performs refrigerant recovery, evacuation and repair of refrigerant circuit, and electrical troubleshooting. Troubleshoots and repairs failed equipment independently with minimal supervision. Follows safety procedures and lock out tag out. Uses proper Personal Protective Equipment, and electrical safety procedures. Ensures proper air flow and temperature control are maintained in building, replace worn and defective parts, including motors, compressors and condensers.
- 20% (E) Responds to tenant work orders (FOMS) request and takes corrective action either in person or thru contract service to remedy emergencies
- 15% (E) Performs minor electrical repairs, replaces lights, light switches, ballasts, etc.; installs electrical outlets and rewires counters.
- 15% (M) Performs minor plumbing such as: cleaning out clogged drains, replacing defective valves and other parts in toilets, installing new washers in faucets, locating and repairing small water lines, breaks or leaks, or may supervise the repair where the job is too time consuming or necessary equipment is



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not readily available to make the repairs.

10% (M) Repairs and replaces worn and broken floor and ceiling tiles; repairs and/or replaces worn or defective locks, makes minor patches in cement where there is immediate danger of injury; assists the Office Manager in finding a contractor to perform work, obtaining bids, and awarding the contract on minor jobs.

5% (M) Writes correspondence, prepares reports, etc. Performs other related duties as required.



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19. SUPERVISION RECEIVED

Supervised by Chief Engineer II.

20. SUPERVISION EXERCISED AND STAFF NUMBERS

None.

21. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Ability to climb, bend, reach, carry, and work outside in hot/cold conditions.

Travel is required up to 50% of the time with overnight stays.

22. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Two-Part Medical and background clearances required.

Requires Universal CFC license for refrigerant handling

23. PERSONAL CONTACTS

Works with employees and managers within the Facilities Operations Branch, department, other governmental agencies, and the public, on a daily basis in person, by telephone, email or regular mail.