

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

		<b>RPA #</b>	<b>C&amp;P Analyst Approval</b>	<b>Date</b>
<b>Employee Name</b>		<b>Division</b>		
<b>Position No / Agency-Unit-Class-Serial</b> 502-558-6712-XXX		<b>Unit</b> Facility Operations - Engineer Shop		
<b>Class Title</b> Stationary Engineer		<b>Location</b>		
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>CBID R13</b>	<b>Work Week Group: 2</b>	<b>Pay Differential</b>
<b>Other</b>				
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b> Under general direction of the Chief Engineer I and Chief Engineer II, to perform a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems. May instruct or lead other engineers and do other related work.				
<b>% of time performing duties</b>	<b>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).</b>			
40%	<p><b>Knowledge of, Install, Maintain, Troubleshoot and Repair Campus Wide HVAC&amp;R System.</b></p> <p>Operates, Maintains, Troubleshoots, Installs and repairs; heat pumps, mini splits, package units, split systems, exhaust fans, natural gas furnaces, heat exchangers, air handlers, chillers refrigeration systems, controls, all pumps, and replace bearings/shafts where necessary. Perform Calibration Troubleshooting and Replacement on control valves, regulating valves, pressure controls, pressure reducing stations and humidistats, thermostats, fire damper motors and controls. Perform compressor change outs, thermostatic expansion valves replacement, air conditioning and heating control troubleshooting/replacement, commercial refrigeration equipment troubleshooting and repair. Identify various refrigerants and applications campus wide. Perform air balancing and adjustment per specifications. Refer to blueprints for various conditions throughout the campus building equipment. Troubleshoot and repair solid state controls, motor control panels, motors, direct digital devices, and applications. Maintain and repair air handlers, dampers, damper motors, contactors, belts, pneumatic and direct digital controls. Perform Sheetmetal fabrication, bracket engineering fabrication and other fabrication as necessary. Utilize the Siemens Building Management software and hardware to manipulate chillers, air handlers and controls as necessary. Operate, troubleshoot, maintain, and repair cooling towers, chillers, and controls. Repair, troubleshoot and maintain single phase and poly phase electrical supply and equipment up to 600 volts.</p>			

40%	<p><b>Operates and Maintains the Steam Plant and Associated Equipment.</b></p> <p>Operates fire tube and water tube boilers on oil and natural gas, chemically treat and test water chemistry and associated equipment. Perform hourly readings, complete gas, oil and steam usage logs and hourly boiler, equipment inspections. Maintain, troubleshoot and repair boiler feed water pumps, D.A. tank, condensate tank, soft water system, all valves including control valves, air compressors, dryers, all air intake filters, steam piping, condensate piping, industrial water piping, chemical feed pumps, steam traps, boiler safeties and all Steam Plant controls, Operator will utilize Steam Plant automation system and chemical test station. Perform annual boiler tear down and inspections, test safeties, and inspect for abnormalities. Perform boiler dry lay-up, wet lay-up, hydrostatic test. Operator shall perform cold water boiler feed in emergencies and isolation of boilers, D.A. tanks when necessary. Operator shall utilize the Siemens Building Management system and address after hour calls and work orders via the TMA system. Knowledge of the Emergency Back Up Generators. Manually start generators, manually load shed and manually switch the Automatic Transfer Switches in the event the automation fails. Operate automotive equipment, and hauls materials using vehicles and vessels. (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).</p>
20%	<p><b>Knowledge Kitchen Equipment and Electrical/Mechanical Systems.</b></p> <p>Inspects and troubleshoots electrical and mechanical systems. Estimates repair and replacement costs of electrical, mechanical, and electronic systems. Performs building maintenance and repair, plan layouts, requisition parts, supplies/equipment. Calculates system requirements to provide estimates for modification or replacement of systems. Perform various kitchen equipment repairs. Leads and trains subordinate and less senior personnel. Required to possess EPA Universal 608 Certification.</p>
Required Competencies	<p><b>SUPERVISION RECEIVED:</b></p> <p>The Stationary Engineer is under the supervision of the Chief Engineer II and receives leadership under the direction of Chief Engineer I and Chief Engineer I Retired Annuitant.</p> <p><b>SUPERVISION EXERCISED:</b></p> <p>No line supervision exercised however, may instruct, and lead unskilled assistants.</p> <p><b>ABILITY TO:</b></p> <p>Follow oral and written direction; 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; analyze situations accurately and take</p>

effective action. Ability to bend; reach; ascent stairs, slopes, and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions.

**KNOWLEDGE OF:**

Boilers and auxiliary boiler room equipment; heating, lighting, ventilating, air conditioning, 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.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

1. Demonstrates knowledge of correct method used in reading blueprints
2. Knowledge of trouble shooting pneumatic, electrical, mechanical, electronic and refrigeration equipment
3. Demonstrates knowledge of the appropriate use of operating a Steam Plant
4. Performing water treatment, settings of chemical feed pumps
5. Ordering chemicals, pump repair, reading instruments, firing of boilers
6. Awareness of Injury, Illness, Prevention Program
7. Read Material Safety Data Sheets, performs risk analysis before doing work
8. Demonstrates knowledge of the use of tools used in water, sewer, plumbing & steam piping repair

**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 from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**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.

**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.

**CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

**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.
License or Certification	<p>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. Employees in this classification must:</p> <ul style="list-style-type: none"> <li>• Possess a EPA Universal 608 Certification.</li> </ul>
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 maintain confidentiality at all times.</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 are able to safely perform their essential job functions.</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).

\_\_\_\_\_  
Classification  
(Employee Signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Classification  
Reviewing Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date