

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

<b>PART A</b>	
<b>Position No: 574-241-6752-002</b>	<b>Date:</b>
<b>Class: Chief of Plant Operation I</b>	<b>Name:</b>
<p>Under the direction of the Manager I, the Chief of Plant Operation I (CPO I) coordinates and supervises the work of skilled and semi-skilled employees in the daily maintenance activities for the Veterans Home. The CPO I understands and implements Federal and State laws, rules and codes; as well as facility policies as they relate to Building Maintenance, Fire and Life Safety and Facility Grounds. Related codes and regulations, include but are not limited to; the California Code of Regulations (CCR) - Title 8 (Industrial Relations), Title 17 (Public Health), Title 19 (Public Safety), Title 22 (Community Care Licensing), Title 24 (Building Standards); as well as National Fire Protection Association (NFPA), NFPA 101 Life Safety Code, the State Administrative Manual, Code of Federal Regulations (CFR) and United States Department of Veterans Affairs (USDVA) standards.</p>	
<b>Percentage of time performing duties:</b>	<b>ESSENTIAL FUNCTIONS</b>
35%	Supervise, direct, and assign Plant Operations and Grounds Maintenance staff in the proper operation and maintenance of facility systems and structures. Provide direct supervision and assistance to Plant Operations personnel who are responsible for the maintenance and repair of the electrical and mechanical building systems, refrigeration, heating and ventilation, plumbing, water and sewage; as well as the maintenance and repair of building fixtures and equipment. Inspect facility's buildings, structures, equipment, and grounds to determine condition and need for maintenance and repairs.
15%	Provide oversight and track projects performed by others and overseen by other State agencies; maintain blueprints and building records for the facility and construction projects.
10%	Prepare, justify, and estimate costs for major and minor capital outlay budget change proposals. Develop cost estimates for operation, maintenance, and repair work; approve purchase requisitions for supplies, tools, equipment, and materials.
10%	Develop scope of work and specifications for public works contracts for the maintenance and repairs of roofs, roads, power distribution systems, fire systems, and other building structures.
10%	Coordinate Plant Operations training and ensure safety program requirements are met. Participate and provide input to various facility committees including but not limited to Health and Safety, Infection Control, and Quality Assurance.
10%	Prepare reports; maintain records needed for regulatory agencies. Implement, manage or direct the management of the facility's energy management and recycling programs. Ensure annual compliance with State requirements for these programs and provide status updates to the Administration on an ongoing basis.
5%	Understand and demonstrate principles of personnel management and supervision. Evaluate employee performance and complete probationary reports, annual performance appraisals, and other documentation required. Take corrective action following progressive discipline policies when required.
<b>NON-ESSENTIAL FUNCTIONS</b>	
5%	Other related duties as assigned.

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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> View computer screen; blueprints, work plans, work order requests; prepare various forms, memos, reports, and proofread documents.					X
<b>HEARING:</b> Answer telephone; communicate with Administration, department managers, department staff, provide verbal information.					X
<b>SPEAKING:</b> Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
<b>WALKING:</b> Within the home to various units.			X		
<b>SITTING:</b> Work station; meetings; training.			X		
<b>STANDING:</b> Monitor equipment function, assess equipment and structure status.		X			
<b>BALANCING:</b>		X			
<b>CONCENTRATING:</b> Prepare reports and financial analysis; review blueprints, work plans, work orders, and financial statements; instruct and train staff.					X
<b>COMPREHENSION:</b> Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of teamwork.					X
<b>WORKING INDEPENDENTLY:</b> Must be able to apply laws, rules and processes with minimal guidance.					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, operate small hand tools.					X
<b>REACHING:</b> Answer telephone; use a mouse; retrieve documents from printer; assess and perform repairs.				X	
<b>CARRYING:</b> Assess and perform repairs.		X			
<b>CLIMBING:</b> Assess and perform repairs.		X			
<b>BENDING AT WAIST:</b> Use copier; assess and perform repairs.		X			
<b>KNEELING:</b> Assess and perform repairs.		X			
<b>PUSHING OR PULLING:</b> Assess and perform repairs.		X			
<b>HANDLING:</b> Assess and perform repairs.		X			
<b>DRIVING:</b> Facility fleet.		X			
<b>OPERATING EQUIPMENT:</b> Computer; telephone; copier; printer; fax; specialized equipment.			X		
<b>WORKING INDOORS:</b> Enclosed office environment.					X
<b>WORKING OUTDOORS:</b>				X	
<b>WORKING IN CONFINED SPACE:</b> File, supply, storage rooms, etc.		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 \_\_\_\_\_