

DUTY STATEMENT

Employee Name:	Position Number: 580-131-6712-XXX
Classification: Stationary Engineer	Tenure/Time Base: Permanent/Full-Time
Working Title: Plant Operations Stationary Engineer	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R13	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Facilities Management Services/Plant Operations Section/Engineering Team/ Unit A or B

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the CDPH's mission and strategic plan by performing a variety of skilled work in the operations, maintenance, and repair of heating, air conditioning, refrigeration systems, ventilation, lighting, power, water, water treatment, and other mechanical systems in support of the CDPH, Richmond Campus. The Stationary Engineer may instruct and/or lead other Stationary Engineers, Maintenance Mechanics, Building Maintenance Workers, and Service Assistants. In addition, this position may direct contractors in support of the infrastructure and equipment repairs.

The incumbent works under the general direction of the Chief Engineer II.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: EPA Section 608 Technician Certification Universal / Refrigerant Certification
- Other: Incumbents in this position may be required to wear a respirator as required by California Code of Regulation Title 8, or any agency having jurisdiction.

Essential Functions (including percentage of time)

- 20% Operates, maintains, and repairs heating, ventilation, and air conditioning (HVAC) mechanical systems and equipment used to maintain building comfort and/or to prevent harmful exposures to the building's occupants. Perform duties not limited to repairs, services, and installations of fan coil units, supply air handlers, general exhaust fans, fume hood exhaust fans, radioisotope exhaust fans, biological exhaust fans, heating hot water and chilled water systems, variable frequency drives (VFD), and their related apparatuses.
- 20% Services and maintains incubators, repairs walk-in, free-standing refrigerators, freezers, ultra-low and LN2 freezers. This work includes specialized Environmental Chambers and humidifying and dehumidifying systems. Installs temperature sensors and connects them to the Building Automation System (BAS). Contacts vendors and/or manufacturers for troubleshooting, and parts replacement.
- 15% Services, maintains, and repairs building utilities including, but not limited to, laboratory waste systems, air vacuum systems, purified water system (PW), industrial and domestic water systems, pressurized air systems, natural gas systems, 600 volt electrical systems, carbon dioxide systems (CO2), and liquid and vapor nitrogen systems (LN2/N2).
- 15% Services and repairs various types of air conditioners, chillers, cooling towers, drinking fountains, controls and metering devices, variable air volume and reheat coil systems (VAV/RHC), steam and condensate systems, pumps of all types, and/or any other equipment brought onto the campus that supports the infrastructure.
- 10% Maintains parts inventory for all equipment and apparatuses. Performs other inventory management duties such as researching, receiving bids/quotes, preparing paperwork, and stocking storage rooms and shelves. Ensures storage rooms remain neat and clean.
- 10% Installs, maintains, and repairs Fire, Life and Safety Systems and Closed-Circuit TV systems, etc.

5% Completes and submits all general work order requests (CDPH 2227) and preventative maintenance (PM) work orders daily. Works with the Maximo Enterprise System for all work orders, tasks, and material usage. Completes Purchase Requests (CDPH 2285), monthly time sheets, Overtime Authorization sheets (CDPH 2297), Absence Request sheets (CDPH 2045A), or any other paperwork as required. Follows all applicable codes and policies.

Marginal Functions (including percentage of time)

5% May perform shift coverage duties, i.e. day or swing shifts. Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: NW
 Date: 3/30/26