

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA**

JOB CLASSIFICATION: MAINTENANCE MECHANIC

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under Direction to perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems; operate heavy tractors and attachments used in tilling soil, planting, and harvesting, or in building and maintaining levees and unimproved roads and to perform related laboring work; operate trucks and other power equipment; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

25% Performs work generated by work orders assigned by the Utility Shop Supervisor on building equipment and systems. Such as minor building construction and repair work, estimates and requisitions materials and supplies keeps tools and equipment in good condition.

25% Performs Preventive Maintenance tasks as assigned by the Utility Shop Supervisor on building equipment and systems, such as heat and vent refrigeration systems, welding equipment exhaust systems.

20% Performs work along side of other Plant Operations Trades in the completion of special projects. Minor building construction and modification fabricates parts that are no longer available from manufacturers.

15% Operates heavy equipment to assist in various construction and maintenance projects. Mows and/or discs weeds in unimproved areas; blades fire trails; and, hauls and/or moves materials. Maintains and services heavy equipment.

10% Responds to various emergency situations as they arise. Such as power outage, steam leaks, water leaks, and sewage stoppage. etc

5% Meets with immediate supervisor in planing and completion of work assignments. And maintains records and reports of work completed.

0% **SITE SPECIFIC DUTIES**
None.

0% **TECHNICAL PROFICIENCY**
None.

DUTY STATEMENT – MAINTENANCE MECHANIC

Page #2

2. SUPERVISION RECEIVED

The Maintenance Mechanic functions under the direction of the supervision of the Supervisor of Building Trades and Chief of Plant Operations I (Mechanical & Utilities).

3. SUPERVISION EXERCISED

The Maintenance Mechanic does not exercise supervision, may at as a lead to less skilled tradesmen on a project.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

Use, operation, and servicing of track lay tractors, earthmoving equipment, and mechanical attachments and other modern farm equipment; and, farm practices and terminology.

ABILITY TO:

Drive, maintain, and make emergency repairs to tractors and trucks. Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

DUTY STATEMENT – MAINTENANCE MECHANIC

Page #3

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings 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.

_____ Employee Signature <i>Ken Woodle</i>	_____ Print Name <i>Ken Woodle</i>	_____ Date <i>4/6/26</i>
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date