



## DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division		Stationary Engineer	549-742-6712-001
DISTRICT/HQ SECTION		WORKING TITLE	CBID
San Luis Obispo Coast District		Stationary Engineer	R13
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Facilities Development		Hearst San Simeon SHM Maintenance	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing may be required			Restoration Supervisor II
SENSITIVE POSITION DESIGNATION (Check if applicable)			
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>			
POSITION DESCRIPTION			
<p>Under the general direction of the Restoration Supervisor II, the incumbent performs facility maintenance, equipment maintenance and administrative tasks to accomplish the repair and maintenance of Hearst San Simeon State Historical Monument facilities including boilers, generators, water treatment and lift station equipment, HVAC, security gates, phone and audio/visual systems. All work must be done to follow all Department and District rules and regulations. The reporting location for the position is the Hearst San Simeon State Historical Monument maintenance shop. May be directed to work in all areas of the district.</p> <p>Schedule will be Monday - Friday from 6:30 AM - 3:00 AM.</p>			
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
40%	<b>Facility Maintenance:</b> Operates, maintains and repairs district facilities and equipment of mechanical nature, including 2400V 3-phase power systems, boilers, water-source heat pumps (hydronics), 600KW stand-by generators, HVAC, water treatment/lift station equipment, security gates, communication and A/V systems. Repairs and maintains electrical transformers, motors, controls, machinery fixtures, appliances and elevators. Performs minor building maintenance and repair. Calculates system requirements to provide estimates for modification or replacement. Plans layouts and estimates costs of electrical, mechanical and electronic systems. Requisitions of parts, supplies, and equipment needed for specific jobs by using approved methods for purchasing.		
20%	<b>Compliance:</b> Responsible for carrying out the scheduled maintenance programs for the more complex facilities of the district. Maintain logs, records, and reports on equipment as required by county air quality and safety agencies. Maintains logs, records and reports on systems as needed. Works closely with other agencies such as State Fire Marshal, local, county and state representatives on appropriate projects. Ensure that all facilities and systems meet code and all permits are current and in place. Participate in regularly scheduled safety meetings.		
20%	<b>Administration:</b> Assists in identifying and the preparation of the maintenance budget for Category I, Category II and Minor Capital Outlay programs. Maintains logs, records and reports on attendance as required. Assists in the preparation of maintenance-related contracts. Provide input for		

	performance appraisals and development plans of employees associated with the workload of the Stationary Engineer. Attend district staff meetings as required. Attend appropriate training as required.	
<b>15%</b>	<b>Equipment:</b> Identifies and procures specific repair parts for proper servicing and maintenance of all pertinent equipment and systems. Using State approved methods of purchasing, acquires and stores any needed spare parts for equipment. Maintains any servicing records for specified equipment. Be properly trained and licensed in the operation of all required equipment necessary to accomplish duties. Trains and instructs personnel in the safe and proper use of tools and equipment.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Performs other job-related duties as necessary for operational continuity.	
<b>TYPICAL WORKING CONDITIONS</b>		
Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises. Work environment involves some exposure to hazards or physical risks which require following basic safety precautions. Outdoor work is common. Must be able to work weekends, evenings and holidays as operational needs necessitate.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Must be at least 18 years of age, possess a valid Class C California Driver's License and maintain a good driving record. Must purchase and wear prescribed DPR uniform and adhere to grooming standards. Smoking is not allowed in State buildings or vehicles.		
<b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b>		
<b>SUPERVISOR STATEMENT:</b> I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b> I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>