

State of California
DUTY STATEMENT



SH3002 (Rev. 02/2020)

RPA Control No.#		C&P Analyst Approval DRA		Date 6/4/2026
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-556-6549-001		Unit Plant Operations		
Class Title Plumber I		Location Plant Operations		
SUBJECT TO CONFLICT OF INTEREST ☐ Yes ☒ No	CBID R12	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Plumber Supervisor, conduct the installation, maintenance, inspection, and repair of standard plumbing equipment concerned with water, gas, oil, sewage, fire control, steam, and refrigeration systems.

% OF TIME PERFORMING DUTIES	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.)
	<u>ESSENTIAL FUNCTIONS</u>
35%	Install, maintain, inspect, and repair standard plumbing equipment relating to water, gas, oil sewage, and fire control systems.
25%	Install and repair pumps; troubleshoot plumbing systems; maintain, keep clean and organize the plumbing shop; make rough sketches and estimate labor and material for minor plumbing installation and repairs.
15%	Make rounds of both the irrigation and domestic water systems on a daily basis. Enter all water meter readings into the log. Keep all Plumbing fixtures and equipment manuals organized in the file organizer. Plumbers on weekly rounds will be responsible for ensuring that cabinets, doors, windows, and the tool crib are locked at the close of each working day in the Plumbing Shop
10%	Prepares requisitions for equipment and supplies for supervisor's review and approval; consult with other trades people; keep simple records and make reports; instruct and lead unskilled assistants. Other duties as may be required in the event of an emergency.
	<u>MARGINAL FUNCTIONS</u>
10%	May work with California Conservation Corpsmen. Keep track of time used and do work evaluations.
5%	All other duties and special projects as assigned consistent with this classification.

Other Information	SUPERVISION RECEIVED Under the direction of the Plumber Supervisor. SUPERVISION EXERCISED May instruct or lead workers with patients; and do other related work. <u>KNOWLEDGE AND ABILITIES</u> Knowledge of: Principles, methods, materials, tools, and equipment used in plumbing; Safety Orders of the Division of Industrial Safety applicable to plumbing; and building codes. Ability to: Perform plumbing work and care for tools, materials, and equipment. Read and write English at a level required for successful job performance; read blueprints and work from plans and specifications; keep records and make simple reports; prepare rough sketches of minor plumbing installations; estimate material and labor costs for minor plumbing jobs. Follow oral and written instruction. Instruct and lead unskilled assistants. <u>SPECIAL REQUIREMENT</u> <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 50 pounds, lifting and carrying up to 75 pounds, and repetitive fine motor and hand motion. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively. CPR Maintains current certification. SITE SPECIFIC COMPETENCIES • Interact successfully in a team environment. • Communicate successfully in a diverse community. • Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to aggressive clientele and adversarial conditions. • Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them. TECHNICAL PROFICIENCY (SITE SPECIFIC) • Provide supervisory consultation/direction in disciplinary matters LICENSE OR CERTIFICATION - not applicable TRAINING - Training Category = Type II General The employee is required to keep current with the completion of all required training.
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THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

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/clients, and the public.
- Comply with hospital policies and procedures.

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 can safely perform their essential job functions.

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.

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.

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).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
