

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)		RPA Control No.#	C&P Analyst Approval FA	Date 4/28/2023
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-558-6712-XXX		Unit Plant Operations		
Class Title Stationary Engineer		Location Plant Operations		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R13	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 Chief Engineer II, the Stationary Engineer performs a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a State hospital. May instruct or lead workers with patients; and do other related work.

% 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.)
45% 25% 15%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Maintenance and repair of heating and air conditioning system, hot water circulation systems, automatic chemical treatment systems, convection type systems, steam and water regulators, air handlers and filters. Maintenance and operation of chillers. Repair gas burner furnaces. Maintenance and repair of air compressors, air systems, gauges and strainers, valves, manual and automatic unloaders, cooling and lubricating systems.</p> <p>Maintenance and repair of dishwasher machines, washing machines, dryers, small appliances and refrigeration equipment. Maintain industrial kitchen equipment. Repair ice machines. Inspect and repair standard plumbing equipment concerned with water; troubleshoot plumbing systems.</p> <p>Maintenance and repair of various types of pumps including centrifugal, reciprocating, and gear pumps. Maintenance and repair of comminutor grinder and ejector pumps. Maintenance and repair of flexible couplings, mechanical seals and packing glands, plumbing systems and locking devices. Carry out Preventive Maintenance tasks as assigned.</p>
5% 5% 5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>Prepares request for equipment and supplies and give reports to Chief Engineer I. Complete necessary work order reports for Supervisor's review and approval</p> <p>May Supervise Industrial Therapy Workers and/or California Conservation Corpsmen. Keep track of time used and do work evaluations.</p> <p>All other duties and special projects as assigned consistent with this classification.</p>

Other
Information

SUPERVISION RECEIVED

Under the direction of the Chief Engineer II.

SUPERVISION EXERCISED

May instruct or lead workers with patients; and do other related work.

KNOWLEDGE AND ABILITIES

Knowledge of: Boilers and auxiliary boiler room equipment; heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment; the methods, tools, materials, and equipment used in the operation, maintenance, and repair of such equipment.

Ability to: Follow oral and written directions; demonstrate mechanical ability; keep accurate records; install, operate and make repairs to the various types of equipment listed above in the knowledge requirements; make written reports, read, interpret, and work from plans, drawings and specifications; lay out work for others and direct them in this work: analyze situations accurately and take effective action.

SPECIAL REQUIREMENT

Ability to:

REQUIRED COMPETENCIES

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, on occasion, 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)

- None

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.

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 (PHI) 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.
- 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 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

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)		RPA Control No.#	C&P Analyst Approval FA	Date 11.6.2024
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Position No / Agency-Unit-Class-Serial 487-558-6712-		Unit Plant Operations		
Class Title Stationary Engineer		Location Plant Operations		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R13	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER PM SHIFT

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

Under the direction of the Utility Shop Supervisor, the Stationary Engineer performs a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a State hospital. May instruct or lead workers with patients; and do other related work.

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SPECIAL REQUIREMENT

Employee is required to work during the PM Shift 5:00 PM – 1:30 AM on a schedule mutually agreeable with maintaining coverage for the PM Shift.

REQUIRED COMPETENCIES

PHYSICAL

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