

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 9/2025
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-556-6695-001	Unit Plant Operations		
Class Title Chief Engineer II	Location Atascadero State Hospital		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID S13	Work Week Group 2	Class Ranges N/A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Supervise the operation, maintenance, and repair of the heating, ventilating, refrigeration, and air conditioning systems, auxiliary electrical plants and other mechanical and power equipment in a group of State Buildings; and do other related work.			
40%	Supervises the staff and operation of the Boiler Plant, Welding Shop, Chiller Plant, Water and Sewage Plant and HVAC System throughout the hospital. Assures timely completion of annual performance evaluations and probationary reports. Monitors necessary Core Training, attendance and approves callbacks, as outlined in the Plant Operations Emergency Callback Procedure. Maintains a safety program in his area of responsibility and monitors Hazardous Materials inventory. Develops, implements and monitors an effective supervisory system which ensures that hospital objectives are accomplished, including controlling the work location relative to inappropriate staff patient interactions.		
25%	Establishes priorities involving work orders and develops preventive maintenance procedures. Monitors timely completion of assignments. Reviews monthly reports and assures monthly status report completion. Ensures compliance with Air Pollution Control District and Water Quality Control Board.		
10%	Develops/assists in the development of the Minor Capital Outlay, Special Repair program and hospital service contracts. Works with potential bidders and contractors. Performs inspection of Minor Capital Outlay and Special Repair projects to ensure specification and code compliance.		
10%	Maintains the work order Maintenance Connection computer system and enters work performed by Stationary Engineers and Maintenance Mechanics as assigned.		

5%	Prepares, evaluates and signs all Form 5's, Service Orders and contracts associated with the Boiler Plant, Welding Shop, Chiller Plant, Sewage Plant, HVAC and Refrigeration.
5%	Assists Plant Operations Training Coordinator in the training aspects of Material Safety Data Sheets and hazardous materials. Follows good safety practices and makes corrections or suggestions on safety issues. Sees that Stationary Engineers and Maintenance Mechanics follow good safety practices in their work areas.
5%	Maintains and follows proper tool control procedures and trains employees in same procedures. Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations Policies. As determined by the Chief of Plant Operations, the Chief Engineer II may be temporarily assigned to assist in other Plant Operations functions, which would serve the best interests of the Hospital.
Other Information	Supervision Received: The Chief Engineer II is under the direct supervision of the Chief of Plant Operations I. Supervision Exercised: The Chief Engineer II has overall supervisory responsibility of the Boiler Plant, Water and Sewage Plant, Welding Shop and Heating and Cooling systems (1.0 Chief Engineer I; 1.0 Water & Sewage Plant Supervisor; 14.0 Stationary Engineers; 2.0 Maintenance Mechanics; 1.0 Fusion Welder) KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Heating, ventilating, refrigeration, and air conditioning systems, and the methods, materials, and tools used in their operation, maintenance and repair, electrical, water, sewage, elevator and other mechanical systems, and the methods, materials, and tools used in their operation, maintenance and repair; Safety Orders of the California Division of Occupational Safety and Health applying to heating, electrical and other related mechanical equipment, analysis and treatment of boiler feed water; principles of effective supervision; department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives. ABILITY TO: Read and write English at a level required for successful job performance; direct the work of installing, operating and maintaining heating, ventilating, refrigeration, and air

conditioning systems, auxiliary electrical plants and other mechanical systems; read, interpret, and work from plans, drawings, and specifications; keep accurate records and prepare reports; think and act quickly in emergencies; plan and direct the work of skilled craftsmen and semiskilled workers; effectively contribute to the department's affirmative action objectives.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

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

SAFETY

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

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

	Basic knowledge of Maintenance Policy and Utility Emergency Manual. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. TECHNICAL COMPETENCIES Knowledge of the Maintenance Connection work order computer system, HVAC system, Steam, Sewer Plant and Boiler Plant. LICENSE OR CERTIFICATION Must have 608 universal refrigeration certification per EPA regulations (40 CFR Part 82, Subpart F) under Section 608 of the Clean Air Act require that technicians who maintain, service, repair, or dispose of equipment that could release refrigerants into the atmosphere. It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. TRAINING CATEGORY - 4 The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4 The employee is required to complete Ethics Training Pursuant to Assembly Bill 3022 and Government Code 11146.4. The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict- of-interest code. WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
	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 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
	_____	_____
	Reviewing Supervisor's Signature	Date

Physical Requirements of Position
CHIEF ENGINEER II (6695)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmate, patients, or clients	X					
With co-workers					X	
Supervising staff					X	
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)	X					
Computer use (keyboard, mouse)					X	
Walking on uneven ground		X				
Driving		X				
Operating hazardous machinery	X					
Exposure to excessive noise		X				
Exposure to extreme temp.		X				
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights	X					