

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30825	DGS DIVISION / OFFICE or CLIENT AGENCY Office of State Publishing	
UNIT NAME Machine Shop	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 885 Riverside Parkway, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Printing Plant Machinist	POSITION NUMBER 331-150-7431-906	CBID R14
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday 6:30am-2:30pm	TENURE Limited Term	
WORKING TITLE Machinist	TIMEBASE Fulltime	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction of the Printing Mechanical Superintendent, in the Office of State Publishing's Machine Shop unit, the position is responsible for all duties that repair and support the wide variety of machines and machine functions, including installation, fabrication of parts, and preventative maintenance utilizing tools necessary for maintaining the equipment within the Office of State Publishing (OSP) facilities in accordance with all applicable DGS, OSP policies and procedures, published guidelines and industry standards, and Occupational Health and Safety Administration Division.

☒ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☒ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

Drug Testing

This position requires drug screening clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Locates sources of problems by observing mechanical devices in operation and listening for problems to ensure the operation of machinery and printing plant equipment in order to comply with preventive maintenance requirements on motors, pneumatic tools, conveyor systems, gearboxes and hydraulics, and production machines following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications utilizing precision measuring, testing instruments and machine shop tools.

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PERCENTAGE	DESCRIPTION
30%	Removes defective parts by dismantling devices utilizing hoists, cranes, and hand and power tools and examining the form and texture of parts; determines changes in dimensional requirements of parts by inspecting used parts utilizing rules, calipers, micrometers, and other measuring instruments; and adjusts functional parts of devices and control instruments, in order to retain the integrity and fundamental function and to ensure reliability and long-term use of printing-related equipment following manufacturer's specifications, published guidelines and industry standards.
25%	Provides mechanical maintenance information and assistance by answering questions and requests; prepares computerized maintenance reports by collecting, analyzing, and summarizing information and trends; and maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs, in order to assist the OSP management in determining the facilities workload and effectively plan the maintenance and preventative maintenance schedules to ensure proper running and safety of the equipment.
10%	Inventories and maintains equipment, parts, and supplies to be reordered; makes recommendations and obtains approvals for purchases; places and expedites orders; and conducts a review of goods received by verifying receipt and purchase orders in order to maintain sufficient levels of stock to accomplish job results timely.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Organizes and maintains records, files, and technical listings on equipment, tools, or products utilizing Microsoft Office or hard copy documents in order to make recommendations on recurring maintenance, exceptional repairs, equipment, tools, and supply prices according to DGS and OSP requirements. Maintains technical knowledge by attending educational workshops, reviewing technical publications, and establishing professional networks to support expertise in the printing field.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

- Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises, hearing protection is provided.
- Requires physical work; remaining stationary, move about extended distances, climbing, bending, stooping, kneeling, squatting, lifting, pushing, or pulling required of objects up to 50 pounds.
- Work requires the ability to repetitively grip, grasp, and manipulate hand movement while using tools or power equipment applicable to job being performed.
- Requires adhering to health and safety protocols.
- May require the ability to work overtime.
- May require the ability to temporarily cover different shifts for emergency situations to meet operational needs. Such shift changes are limited to less than 30 days.

DESIRABLE QUALIFICATIONS

- Self-motivated and responsible.
- Demonstrate good attendance.
- Self-starter and able to work with minimal direction.
- Excellent organizational skills.
- Ability to motivate others and set a good example.

- Efficient and conscientious, professional and courteous.
- Dependable and reliable to meet work schedule requirements.
- Possesses a positive attitude.
- Open-minded and flexible to ideas and solutions.
- Ability to produce a high amount of quality work with accuracy and attentiveness to detail.
- Work well under pressure requiring the ability to handle stress and deadlines.
- Ability to make sound rational judgments and decisions.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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