

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29873	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Region VI / Central Services	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1304 O Street, Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Electrician I	POSITION NUMBER 308-108-6533-014	CBID R12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 AM to 4:30 PM	TENURE P	
WORKING TITLE Electrician I	TIMEBASE FT	
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 the direction of the Supervisor of Building Trades (SBT), the Electrician I in the Facilities Management Division (FMD), Central Services provides maintenance and repair of building electrical systems of State Owned and occupied buildings utilizing Maximo, Microsoft Office and Electrical tools in accordance with FMD guidelines and manuals.

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

DMV Pull Notice

This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Drug Testing

This position requires drug screening clearance.

Driver's License and Class

This position requires a Driver's License Class: C

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Maintains, repairs and replaces breakers, contactors, starters, motors, wires, cables, lamps, and

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PERCENTAGE	DESCRIPTION
	ballasts for building and related electrical systems, offices, and outside lighting by troubleshooting electrical problems, HVAC controls, Automatic Transfer Switch Controls, power distribution circuits, lighting and circuit controls utilizing the appropriate hand and power tools in order to maintain building systems and ensure published guidelines, manufacturer's specifications and industry standards are followed.
30%	Performs preventive maintenance and routine inspections on switch gears, transformers, annual infrared testing of electrical distribution systems, Fire, Life and Safety systems and audio-visual equipment by evaluating the efficiency of the electrical portion of heating, ventilating, and air conditioning systems making recommendations and completing assigned projects in order to maintain functionality and reliability of all vital mechanical, electrical and telecommunication systems using hand tools and equipment to ensure reliability and long term use of building and related electrical systems.
25%	Responds to electrical emergencies by creating and completing work orders through MAXIMO the preventive maintenance work order system, installing electrical circuits, conduit, wire, timers, switches, and contactors for power, lighting system upgrades and lighting and mechanical equipment using hand and power tools in order to troubleshoot electrical systems and various telecommunication system cabling and ensure work orders and maintenance requests are completed as requested by the tenants and staff.
5%	Attends job-specific trainings in the handling of hazardous materials or other related topics, updates Injury and Illness Prevention (IIPP) plans, records and executes the plans for Emergency Response, Disaster Recovery and Business Resumption and Hazardous Materials and Waste Manifest in order to maintain a safe and healthy environment for all employees and to ensure compliance with health and safety regulations.
5%	Organizes, requisitions and maintains records, files, and listing of equipment, tools, supplies, materials and products by contacting vendors and suppliers for price quotes and material availability using Microsoft Office or Maximo in order to maintain needed equipment and make recommendations to the supervisor on recurring maintenance, special repairs, tools and supply prices to ensure proper budget planning in compliance with DGS and the Department of Finance guidelines.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Serves as Unit Safety Coordinator by completing thorough routine physical inspections of all state owned buildings in order to prepare written status reports on the findings and ensure compliance with electrical safety requirements in accordance to FMD procedures and policies. Assists supervisor by using MAXIMO, telephone, 2-way radio or other electronic devices and in order to communicate with staff to facilitate electrical needs and take appropriate action.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 80 % of the time to various locations and may include overnight travel by various methods of transportation.

Mechanical equipment space environments.

Work in low-rise to high-rise office building environment.

Performs work around hazardous materials, such as asbestos or lead.

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Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Typical work activities involve frequent and prolonged periods of standing and walking.

Work outdoors and in all weather conditions, including rain, heat and cold.

Wear unaltered FMD supplied shirts and pants.

When working in the interior of the building, may need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor.

May be required to work overtime.

Willingness to work in any regional location.

May require temporary shift change or building location change.

May require 7-day a week work days during peak season.

Occasionally operates automotive equipment and hauls material.

Reach high places by climbing ladders and stairs or operate a lift.

Requires heavy lifting, carrying, pushing, pulling or moving tools, equipment and supplies and transporting materials and/or equipment.

Use tools applicable to trade.

Requires fine motor skills/dexterity to manipulate small components and controls.

Requires reaching, stretching, twisting, turning, kneeling, bending, stooping, squatting, crouching, and grasping.

Move about and work in confined spaces.

Requires CPR/AED/First Aid certification.

DESIRABLE QUALIFICATIONS

Journeyman Electrician License or Certification

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
Anthony Ancona		

C & P APPROVED BY	DATE SIGNED