



DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Chief Engineer II	Working Title: Chief Engineer II								
Position Number: 006-676-6695-101	CBID: S13								
Work Week Group: 2	Work Hours: Monday to Friday, 7:00am to 3:30pm								
Command/Directorate/Unit: JFHQ Readiness Center (JRC)	Physical Work Location: 10601 Bear Hollow Dr, Rancho Cordova CA 95670								
Supervisor Name: LTC Nicholas Wilson	Supervisor Classification/Rank: Director of Public Works LTC 04								
Current Incumbent: Vacant	Effective Date:								
Position Requirements: <table border="0"><tr><td>☐ Conflict of Interest Filer (Form 700)</td><td>☐ Travel to Multiple Locations</td></tr><tr><td>☒ California Driver's License</td><td>☒ Occasional Travel</td></tr><tr><td>☐ Class A ☐ Class B ☒ Class C</td><td>☐ Other (Specify): _____</td></tr><tr><td>☐ Class C w/Endorsement: _____</td><td></td></tr></table>		☐ Conflict of Interest Filer (Form 700)	☐ Travel to Multiple Locations	☒ California Driver's License	☒ Occasional Travel	☐ Class A ☐ Class B ☒ Class C	☐ Other (Specify): _____	☐ Class C w/Endorsement: _____	
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As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.									
Position Identification: Under the direction of the JFHQ Readiness Center (JRC) Director of Public Works, the Chief Engineer II is responsible for overseeing and synchronizing control room operations, building systems, and staff to ensure the Building Automation Systems (BAS) operate efficiently, accurately, and reliably. The incumbent monitors mechanical systems through operation of the control room. The Chief Engineer II plans, assigns, and supervises the work of skilled and semiskilled personnel engaged in the daily operation, maintenance, and repair of building systems and related services. Ensures the accurate maintenance of operational records, documentation, and prepares required reports.									
Essential Functions:									
40%	• Synchronizes operation of the control, building systems and staff • Monitors proper operations of mechanical systems through the central utility plant • Provides expertise to subordinates on all aspects of maintenance and services								
30%	• Programs, updates, and maintains the building automation systems • Maintain and update product CAD and BOM systems • Plans and supervises the operation maintenance, and repair of building systems/components • Conduct and document safety, quality, and environment inspections • Monitors critical systems; generators, HVACs, boilers and pumps • Conduct and document safety, quality, and environment inspections • Travels locally, as needed, to nearby vendors (e.g., Lowe's, Home Depot), other state agencies, and work sites to obtain materials, coordinate maintenance activities, inspect equipment, and support facility operations.								
25%	• Trains and provides direction to building maintenance staff to maintain efficient building operations • Supervises automation systems to ensure accurate reporting to control center • Responsible for accurate reporting and maintenance of energy management systems, fire alarm, and suppression systems								
5%	• Supervise the installation and repair of building systems and components								

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Non-Essential/Marginal Functions:		
5%	• Other duties as assigned.	
Knowledge, Skills, and Abilities:		
Knowledge of: Heating, ventilating, refrigeration, and air- conditioning systems, and methods, materials, and tools used in their operation, maintenance, and repair; electrical, water, sewage, elevator, and other mechanical systems, and methods, materials, and tools used in their operation, maintenance, and repair; Safety Orders of the California Division of Industrial Safety 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.		
Skills: N/A		
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 Qualifications: Possession of a valid driver license issued by the Department of Motor Vehicles		
Desirable Qualifications: N/A		
Work Environment: • The incumbent works in a modular office setting in the CMD CHQC Office and in an outside plant. • CHQC onsite workstations are equipped with a phone, which has voice mail, and a computer with various desktop programs and databases; printers and a copier are located within the general work area.		
Physical/Mental Abilities: • Ability to supervise, guide and mentor subordinates • Ability to read, understand, follow, and enforce policy and procedures • Ability to communicate both verbally and in writing • Ability to handle major Staff Services functions large and complex		
Equipment Used: State vehicle		
Employee Certification: This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload. I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator. I have read the duty statement and discussed the duties with my supervisor.		
Employee Name (Print)	Signature	Date

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Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print)	Signature	Date