



DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Maintenance Mechanic	Working Title: Maintenance Mechanic
Position Number: 006-600-6940-001	CBID: R12
Work Week Group: 2	Work Hours: Monday – Friday, 7:00am – 3:30pm
Command/Directorate/Unit: CSLO/DPW	Physical Work Location: 10 Sonoma Avenue San Luis Obispo, CA 93405
Supervisor Name: Charles LaRue	Supervisor Classification/Rank: Supervisor of Building Trades
Current Incumbent: Vacant	Effective Date:
Position Requirements: ☐ Conflict of Interest Filer (Form 700) ☒ California Driver's License ☐ Class A ☐ Class B ☒ Class C ☐ Class C w/Endorsement: _____ ☐ Travel to Multiple Locations ☒ Occasional Travel Other (Specify):	
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: This is a non-supervisory position located in the Directorate of Installation Support, Public Works Division at Camp San Luis Obispo. Under direction of the Supervisor of Building Trades, the Maintenance Mechanic's principal functions include miscellaneous skilled work in the maintenance, repair, and alteration of buildings and mechanical systems.	
Essential Functions:	
40%	- Inspect, maintain and repair plumbing, heating, water, gas and sewer systems in both occupied and unoccupied buildings and structures. - Perform electrical maintenance and repair work on both aging and new construction. - Drive state-issued vehicle throughout installation to inspect work sites and perform assigned work.
25%	- Perform miscellaneous minor building construction and repair work. - Repair and rekey locks and reprogram safes. - Repair shop equipment. - Maintain clean and organized shop areas.
20%	Design and fabrication of structural and mechanical equipment involving welding, concrete, machining, forming, and fastening systems.
10%	- Assist with miscellaneous interior and exterior painting. - Estimate costs for labor and materials for building repairs. - Keep records of work orders and prepare reports as needed.
Non-Essential/Marginal Functions:	
5%	Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of:	

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Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

Skills:
N/A

Ability to:

Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification.

Required Qualifications:

Possession of a valid driver license issued by the Department of Motor vehicles.

Desirable Qualifications:

- Accuracy and thoroughness in performance of tasks.
- Ability to work in harmony with others in a professional manner.
- Superior mechanical ability.
- Willingness to work in a military environment.

Work Environment:

- Moderate exposure to various types of weather conditions, working at heights, working in small spaces, working on uneven or hilly terrain.
- Military environment.

Physical/Mental Abilities:

- Maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job.
- Read, understand, follow, and enforce policy and procedures.
- Provide verbal and written direction.
- Understand and follow safety procedures.

Equipment Used:

Various power tools, saws, drills, hand tools, and ladders used in the operation and repair of plumbing, heating, electrical, water and sewer systems. Cell phone, fax machine, computer, printer, copier, State issued utility pick-up truck.

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

Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

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Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print)	Signature	Date