



## DUTY STATEMENT

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|--------------------------|----------|
| <input type="checkbox"/> | Current  |
| <input type="checkbox"/> | Proposed |

|                                                                            |                                                                            |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Position Classification:</b><br>Stationary Engineer                     | <b>Working Title:</b><br>Stationary Engineer                               |
| <b>Position Number:</b><br>006-301-6712-002                                | <b>CBID:</b><br>R13                                                        |
| <b>Work Week Group:</b><br>2                                               | <b>Work Hours:</b><br>7:00am – 3:30pm                                      |
| <b>Command/Directorate/Unit:</b><br>Facilities and Infrastructure (Area V) | <b>Physical Work Location:</b><br>3725 E Stearns St., Long Beach, CA 90815 |
| <b>Supervisor Name:</b><br>Jason Saldana                                   | <b>Supervisor Classification/Rank:</b><br>Area Coordinator / Captain       |
| <b>Current Incumbent:</b><br>Vacant                                        | <b>Effective Date:</b><br>TBD                                              |

**Position Requirements:**

- |                                                                                                               |                                                                  |
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| <input type="checkbox"/> Conflict of Interest Filer (Form 700)                                                | <input checked="" type="checkbox"/> Travel to Multiple Locations |
| <input checked="" type="checkbox"/> California Driver's License                                               | <input type="checkbox"/> Other (Specify): _____                  |
| <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input checked="" type="checkbox"/> Class C |                                                                  |
| <input type="checkbox"/> Class C w/Endorsement: _____                                                         |                                                                  |

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 Area Coordinator and Assistant Area Coordinator, the Stationary Engineer is responsible for all facets of the California Military Department (CMD) facilities by performing a variety of skilled work in the operation, maintenance, and repair of mechanical systems within the three counties that the office covers: Ventura, Los Angeles, and Orange County. The incumbent is the senior mechanical-systems technical resource in the Area; supports preventive maintenance program execution; provides technical direction to Area 4 Maintenance Mechanics; and serves as the technical point of contact for HVAC, water treatment, elevator, fire alarm/sprinkler, and related mechanical service contracts performed within the Area.

This position is one of two Stationary Engineer positions assigned to Area 4. Working in coordination with the existing Stationary Engineer, this position provides operational redundancy, distributes mechanical-systems coverage across the multi-county footprint, and enables sustained execution of stationary-engineering work commensurate with the scale and condition of the portfolio.

**Essential Functions:**

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| 40% | <ul style="list-style-type: none"><li>Operates, inspects, maintains, and repairs heating, ventilation, air conditioning, refrigeration, boilers, hot water, pump, motor, fan, and associated mechanical equipment across Area 4 facilities, including refrigerants, compressors, condensers, evaporators, valves, piping, and temperature-control devices.</li><li>Troubleshoots, repairs, and maintains motors and engines powering pumps, compressors, fans, and small engines; repairs and maintains single- and multi-phase electrical circuits up to 550 volts.</li><li>Inspects and ensures proper operation of distribution lines, water supply and return lines, and associated plumbing fixtures.</li><li>Diagnoses faults, prepares repair estimates, and recommends repair or replacement of mechanical and electrical systems.</li><li>Operates government vehicles to complete work assignments at multiple facilities or locations.</li></ul> |
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## Duty Statement

**CMD 900-54**  
(Rev. 09/2024)

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|                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Documents findings, corrective actions, and completion data in Azzier to ensure system reliability, occupant safety, and continuity of operations for tenant units.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 25%                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Responds to emergency work orders generated through Azzier and to emergency calls from Area 4 staff, tenant unit Readiness NCOs, and full-time support staff at armories, FMS, and OMS facilities; performs diagnosis, repair, and follow-up across the multi-county portfolio.</li> <li>Coordinates with the Area Coordinator, Assistant Area Coordinator, and Maintenance Mechanics to triage requests and ensure timely closure of work orders affecting mission-essential facility systems.</li> <li>Remodels and refurbishes components and areas of mechanical systems as required.</li> <li>Performs exterior property maintenance tasks related to mechanical systems, and minor building maintenance and repairs as assigned.</li> </ul>                             |
| 15%                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Executes the Area 4 preventive maintenance program in Azzier, including standing PM templates for HVAC seasonal changeovers, filter and belt replacement, coil cleaning, boiler annual servicing, refrigerant management, water treatment, and mechanical-system inspection cycles.</li> <li>Performs scheduled PM events, captures completion data and condition findings, and supports continuous improvement of PM templates and intervals based on equipment performance history.</li> <li>Maintains tools and equipment in safe, clean, and serviceable condition.</li> </ul>                                                                                                                                                                                            |
| 10%                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Develops scopes of work, cost estimates, and parts/equipment specifications for HVAC, boiler, refrigeration, and other mechanical-system repairs and replacements.</li> <li>Supports the Area Coordinator and the Analyst II/III with procurement package development (CART, IGE, and SOW input).</li> <li>Maintains equipment inventories, nameplate data, and service-history files for mechanical assets to inform repair-versus-replace and deferred-maintenance prioritization decisions.</li> </ul>                                                                                                                                                                                                                                                                     |
| 5%                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Performs refrigerant handling, recovery, recycling, and recordkeeping in accordance with the EPA Section 608 program and applicable Cal/OSHA, California Mechanical Code, and California Code of Regulations Title 8 requirements; maintains refrigerant logs, leak inspection records, and cylinder accountability.</li> <li>Supports Cal/OSHA boiler and pressure vessel compliance, hazardous materials documentation, and Injury and Illness Prevention Program (IIPP) records for mechanical systems.</li> <li>Conducts scheduled inspections of gas and water pipelines, meters, and related infrastructure; assists with Real Property Inspections (RPI), Inspection System Reports (ISR), and other state-mandated inspections and reporting requirements.</li> </ul> |
| 5%                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Provides technical direction and field assistance to Area 4 Maintenance Mechanics on mechanical-system work, reviewing scope and method on HVAC, boiler, refrigeration, and water heater repairs.</li> <li>Coordinates site access, performs inspection and quality assurance of contractor work, validates deliverables, and recommends acceptance to the Contract Manager.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Non-Essential/Marginal Functions:</b>                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5%                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Knowledge, Skills, and Abilities:</b>                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Knowledge of:</p> <p>Boilers and auxiliary boiler room equipment; heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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(Rev. 09/2024)

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| equipment; the methods, tools, materials, and equipment used in the operation, maintenance and repair of such equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Skills: N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ability to:<br>Follow oral and written directions; demonstrate mechanical ability; keep accurate records; install, operate and make repairs to the various types of equipment listed above in the knowledge requirements; make written reports, read, interpret, and work from plans, drawings and specifications; lay out work for others and direct them in this work; analyze situations accurately and take effective action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Required Qualifications:</b> <ul style="list-style-type: none"><li>• Must possess a Universal EPA 608 (Environmental Protection Agency) Certification, demonstrating the ability to properly handle, recover, and dispose of refrigerants in compliance with federal environmental standards.</li><li>• Must hold a valid California Driver's License to legally operate state vehicles and travel to various job sites as required.</li><li>• Willingness to respond to after-hours emergency calls affecting mission-essential mechanical systems.</li><li>• Ability to obtain and maintain any additional certifications required by State or Federal regulation applicable to the position.</li></ul>                                                                                                                                                                                                                |
| <b>Desirable Qualifications:</b> <ul style="list-style-type: none"><li>• Education or practical experience in the operation and maintenance of HVAC systems, including the use of automatic controls.</li><li>• Experience using computerized work order management systems (e.g., Legacy, Web Works, Azzier, or comparable platforms).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Interpersonal Skills:</b> <ul style="list-style-type: none"><li>• Able to work collaboratively and maintain positive working relationships with colleagues, contractors, and management to ensure efficient operations.</li><li>• Strong verbal and written communication skills; experienced in drafting clear reports, documenting work activities, and providing effective updates to supervisors and team members.</li><li>• Demonstrated critical thinking and problem-solving abilities with a focus on identifying root causes, implementing practical solutions, and preventing recurrence.</li><li>• Skilled at prioritizing tasks, managing multiple assignments simultaneously, and adapting to shifting priorities in fast-paced environments.</li><li>• Effective time management skills; consistently meet deadlines while balancing preventive maintenance, repairs, and administrative duties.</li></ul> |
| <b>Physical/Mental Abilities:</b> <ul style="list-style-type: none"><li>• Capable of lifting, carrying, and moving objects weighing between 10 and 50 lbs.</li><li>• Able to bend, twist, climb ladders, and perform repetitive physical tasks as required for maintenance and repair activities.</li><li>• Able to sit, stand, or walk for extended periods while completing inspections, repairs, or administrative duties.</li><li>• Strong understanding of and adherence to workplace safety standards, policies, and procedures to ensure a safe working environment.</li><li>• Demonstrated ability to remain focused and detail-oriented in high-noise, fast-paced, or physically demanding environments.</li><li>• Willing and adaptable to working in a military facility environment with strict security and operational protocols.</li></ul>                                                                   |
| <b>Equipment Used:</b> <ul style="list-style-type: none"><li>• Operate government vehicles to travel between facilities and complete maintenance assignments.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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**CMD 900-54**  
(Rev. 09/2024)

- Experienced in using a variety of equipment and tools, including scissor lifts, lawnmowers, chainsaws, power tools, hand tools, and custodial/maintenance machinery.
- Proficient with technology such as cell phones, tablets, desktop computers, printers, and copiers for communication, documentation, and work order management.
- May be trained and certified in specialized equipment and safety programs, including forklift and scissor lift operation, lockout/tagout procedures, EPA Section 608 compliance, hazardous materials handling, and OSHA safety certification.

### 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.

| Supervisor Name (Print) | Signature | Date |
|-------------------------|-----------|------|
|-------------------------|-----------|------|

### State Personnel Office Use Only

State Personnel Certification: Approved

| C&P Analyst Name (Print) | Signature | Date |
|--------------------------|-----------|------|
| Ashley Johnson           |           |      |