

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30754	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Region II/Redding/Red Bluff	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 2135 Civic Center Drive, Redding, CA 96001	
CIVIL SERVICE CLASSIFICATION Building Maintenance Worker	POSITION NUMBER 308-052-6215-001	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/7:00 a.m. - 3:30 p.m.	TENURE P	
WORKING TITLE Building Maintenance Worker	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 supervision of the Supervisor I, the Building Maintenance Worker in the Facilities Management Division, Redding performs a variety of semi-skilled manual tasks and serves as a helper to a skilled craftspersons in a trades classification in the alteration, maintenance and repair of multiple State owned and occupied buildings within the region.

SPECIAL REQUIREMENTS ☒ 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.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Responds to service requests and/or emergency calls submitted by tenants or other FMD staff by performing minor repairs on building systems including power distribution, plumbing, sewer, water pumps, doors and related components, lighting fixtures and ceiling components, and creating placards utilizing engraving and punch tools in order to assist trades staff in fulfilling service requests to ensure the reliability and long-term use of building related systems and machinery.
30%	Performs and responds to office repairs within the common areas by adjusting mechanical, and electrical doors; clearing stuck flush valves, and assisting with receiving, intaking, inspecting and assigning FMD uniforms for current and new staff in order to provide excellent internal customer service utilizing Maximo to report completed work and to ensure the health and safety of staff and the public.
20%	Organizes and maintains records, files, and technical listings on equipment, tools and products and

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PERCENTAGE	DESCRIPTION
	maintains logs for vehicle mileage using Microsoft Office and Maximo in order to make recommendations on recurring maintenance, special repairs and supply prices to FMD's Budget to ensure registration, and smog certificates are updated utilizing DGS' and DOF guidelines. Tracks inventory equipment by placing asset tags, prepares requisitions for supplies, and parts, and forwards the information to the supervisor for approval in order to maintain and sustain needed equipment, tools and supplies to ensure necessary repairs are performed in a timely manner utilizing Microsoft Office.
10%	Attends the Environmental Safety and Health Unit (ESHOP) training in the handling of hazardous materials and use of environmental safeguards, participates and leads team in executing plans for Emergency Response, disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest in order to maintain a safe environment for employees and the public to ensure compliance with laws and regulations utilizing the Occupational Safety and health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention (IIPP and SB 298), and Workers' Compensation (Title 8 and SB 198).

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Attends FMD training classes to maintain ethical work standards, assists supervisor tracking, and reports completed work using current records programs (Microsoft Office and Maximo), in order to communicate with building staff, and facilitate building maintenance needs, to ensure the appropriate actions taken are in accordance with FMD guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment.

Work in an office environment/setting working with computers and software applications.

May need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor.

Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.

Work environment involved some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.

Work in public-accessed areas.

Work in noisy areas or with noisy equipment or machinery.

Ability to work in any regional location.

May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.

Ability to work overtime.

Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.

Work in inclement weather including rain, heat and cold.

Sitting and typing at computer work station.

May be required to obtain additional certifications.

DESIRABLE QUALIFICATIONS

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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