

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 574-241-6698-002	Date:
Class: Chief Engineer I	Name:
Under general direction of the Chief of Plant Operations I, to lead and work with others in the operation, maintenance, and repair of the heating and electrical plant and other mechanical and power equipment.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
55%	Leads and works with skilled and semiskilled workers in the operation, maintenance, and repair of heating, ventilating, air conditioning, water lines and gas lines, electrical, mechanical, controls, building automation, energy management, fire, life & safety and related systems. Oversees trades and crafts work in operation, maintenance and repair of the facility. Performs special repairs and special projects related to building operations and maintenance from initiation to completion. Ensures that facilities, equipment room, work areas, equipment and tools are operational, clean, orderly and safe. Generates, distributes and monitors work order tickets, and provides the weekly reports to the Chief of Plant Operations I or the Administrator.
30%	Prepares requisitions including quotes and proposals for supplies, parts and additional labor necessary for the repair and maintenance of the facilities heating, ventilation, air conditioning, water lines and gas lines, electrical, controls, building automation, energy management, fire, life & safety and related systems. Provides assistance in the preparation of contracts, including proposals related to the operations and maintenance of the facility. Prepares reports related to equipment operation, maintenance of the facility, and service and maintenance record keeping. Determines supplies, products, tools and equipment needed for staff to perform their maintenance assignments.
10%	Promotes and enforces safety rules and regulations, including tool control. Attends required staff safety meetings. Ensures all federal, state, and institution rules, policies and regulations regarding sexual harrasment are adhered to. Maintains safety consciousness and awareness with special attention to factors such as: phone numbers to dial in emergency situations; alternate measures of summoning aid when phone is not available; location of the nearest fire extinguisher; the need to correct or report any hazards observed. Keeps updated with the latest professional and trade trends and information through training, workshops and research.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reading blueprints, work plans, work order requests, office correspondence, performance reports.					X
HEARING: Communicating with administration, department managers, department staff, and facility employees, residents, contractors and inspectors.					X
SPEAKING: Communicating with administration, department managers, department staff, and facility employees, residents, Contractors and inspectors.					X
WALKING: Monitoring facility, fleet and grounds for maintenance needs and problems. Attending meetings. Accompanying inspectors.					X
SITTING: Performing computer tasks, preparing reports, reviewing reports and documentation.			X		
STANDING: Monitoring equipment function, assessing equipment and structure status.				X	
BALANCING:				X	
CONCENTRATING: Preparing reports and financial analysis; reviewing blueprints, work plans, work orders, and financial statements.					X
COMPREHENSION: Understanding blueprints, financial reports; State and Federal laws, codes, and regulations; technical documents and specifications.					X
WORKING INDEPENDENTLY: Perform and lead to department staff and functions with minimal oversight.					X
LIFTING UP TO 10 LBS OCCASSIONALLY:				X	
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:			X		
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:			X		
FINGERING: Pushing telephone buttons, personal computer keyboard and copier; operating small hand tools; manipulating screws, bolts and small parts.					X
REACHING: Assessing and performing repairs				X	
CARRYING: Assessing and performing repairs				X	
CLIMBING: Assessing and performing repairs				X	
BENDING AT WAIST:				X	
KNEELING:			X		
PUSHING OR PULLING			X		
HANDLING:				X	
DRIVING:		X			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax; specialized equipment				X	
WORKING INDOORS: Enclosed office environment				X	
WORKING OUTDOORS:				X	
WORKING IN CONFINED SPACE:		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources _____ Date _____