



DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Maintenance Mechanic	Working Title: Maintenance Mechanic
Position Number: 006-300-6940-131	CBID: R12
Work Week Group: 2	Work Hours: 7:00 am – 3:30 pm
Command/Directorate/Unit: Facilities & Infrastructure / Area 2	Physical Work Location: 251 W Hedding St, San Jose, CA 95110
Supervisor Name: Garrett Sawtelle	Supervisor Classification/Rank: Area Coordinator / Captain
Current Incumbent: Vacant	Effective Date: 9/1/2026
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 ☐ 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: Under the direction of the Area Coordinator and Assistant Area Coordinator, the Maintenance Mechanic is responsible for all facets of the California Military Department (CMD) facilities maintenance and minor Sustainment, Renovation, and Modernization (SRM) projects for 25 facilities within the ten counties: Alameda, Contra Costa, Monterrey, Stanislaus, San Benito, San Joaquin, San Mateo, San Francisco, Santa Clara and Santa Cruz	
Essential Functions:	
40%	• Maintain and repair plumbing, heating boilers, high-pressure gas systems, and electrical, water, and sewage systems. • Perform scheduled maintenance and repairs on plumbing, heating, water, and air-conditioning systems (excluding refrigerant gases). • Clear and repair clogged sewer lines and maintain sewage systems, fixtures, and related plumbing components. • Complete building repair projects, including carpentry, drywall, painting, and door lock/hardware replacement, often requiring overhead and ladder work. • Build and repair structural elements such as walls, doors, windows, shelves, cabinets, and classroom furniture. • Install and finish gypsum board, including taping, floating, and painting. • Conduct low-voltage electrical maintenance and repairs, including EMT conduct work, cable pulls, switches, receptacles, and lighting fixtures. • Repair shop equipment and perform small engine maintenance. • Coordinate contractor activities on-site, including property access, monitoring progress, and reporting to Facility Manager. • Provide technical support for contracted projects, including as-built documentation, drawings, and point-of-contact information
25%	• Repair, maintain, and monitor building systems and equipment, including hot water heaters, plumbing fixtures, electrical fixtures, and facility amenities. • Replace light bulbs, ballasts, HVAC filters, and perform fixture replacements such as

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	toilets and urinals. • Operate diagnostic equipment, repair tools, and a wide range of power and maintenance machinery including hydraulic/airjack lifts, towbars, pushback tractors, forklifts, floor scrubbers, pressure washers, generators, and landscaping equipment. • Support grounds maintenance operations with tractors, mowers, trimmers, blowers, and other specialized equipment. • Operate government vehicles to complete work assignments at multiple facilities or locations.
20%	• Perform administrative tasks including requisitioning parts, supplies, and equipment to support maintenance operations. • Document completed work and preventive maintenance activities through work order systems. • Prepare cost estimates, submit requisitions, and process documentation for materials and supplies. • Maintain tools and equipment in safe, serviceable condition. • Review contractor invoices to verify accuracy and compliance with completed work.
10%	• Conduct scheduled inspections of water pipelines, meters, and facility systems to ensure compliance and operational efficiency. • Maintain building status records, prepare facility condition reports, and create “as-built” drawings for supported sites. • Complete inspection checklists for facility maintenance, repair, and construction activities. • Assist with specialized inspections including Real Property Inspection (RPI), Installation Status Report (ISR), roof, fence, and preventive maintenance inspections. • Observe daily building conditions, identify safety hazards, and report corrective actions to the Facility or Building Manager. • Provide occasional support for interior and exterior painting projects.
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: 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:	
• California Driver’s License	
Desirable Qualifications:	
• Experienced in utilizing work order management systems, including Legacy, Web Works, and Azzier, to create, track, and close work orders; generate preventive maintenance schedules; and monitor project progress for multiple facilities. • Proficient in Microsoft Office Suite (Outlook, Word, Excel) for drafting correspondence, preparing reports, developing spreadsheets, and maintaining organized digital records.	

• Skilled in data entry and document management with strong attention to accuracy and detail. • Adept at using computers and search engines to research technical issues, source parts and materials, and support facility maintenance planning. • Capable of learning and adapting to new software platforms and digital tools quickly to improve workflow efficiency.
Interpersonal Skills: • Able to work collaboratively and maintain positive working relationships with colleagues, contractors, and management to ensure efficient operations. • Strong verbal and written communication skills; experienced in drafting clear reports, documenting work activities, and providing effective updates to supervisors and team members. • Demonstrated critical thinking and problem-solving abilities with a focus on identifying root causes, implementing practical solutions, and preventing recurrence. • Skilled at prioritizing tasks, managing multiple assignments simultaneously, and adapting to shifting priorities in fast-paced environments. • Effective time management skills; consistently meet deadlines while balancing preventive maintenance, repairs, and administrative duties.
Work Environment: • Experienced working in diverse environments, including both indoor and outdoor settings, often under varying weather conditions. • Perform administrative duties within office spaces, including documentation, reporting, and coordination of maintenance activities. • Regularly work in active building construction and maintenance sites, adhering to safety protocols and adjusting to changing site conditions. • Comfortable operating in environments that require physical activity, overhead work, ladder use, and coordination with multiple trades or contractors.
Physical/Mental Abilities: • Capable of lifting, carrying, and moving objects weighing between 10 and 50 lbs. safely and efficiently. • Able to bend, twist, climb ladders, and perform repetitive physical tasks as required for maintenance and repair activities. • Endurance to sit, stand, or walk for extended periods while completing inspections, repairs, or administrative duties. • Strong understanding of and adherence to workplace safety standards, policies, and procedures to ensure a safe working environment. • Demonstrated ability to remain focused and detail-oriented in high-noise, fast-paced, or physically demanding environments. • Willing and adaptable to working in a military facility environment with strict security and operational protocols.
Equipment Used: • Operate government vehicles to travel between facilities and complete maintenance assignments. • 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, Department of Environmental standards, and OSHA safety certification.

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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