

DUTY STATEMENT

Employee Name:	Position Number: 580-131-6215-001
Classification: Building Maintenance Worker	Tenure/Time Base: Permanent / Full-Time
Working Title: Building Maintenance Worker	Work Location: 850 Marina Pkwy. Richmond, CA 94804
Collective Bargaining Unit: R12	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Facilities Management Services/Plant Operations Section/Maintenance

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing a variety of semi-skilled maintenance and repair activities in support of the Richmond Campus Laboratories which will include the following: Cleans, maintains, and repairs building fixtures and equipment, including locks, windows, doors, gutters, drains, shelving; replaces light bulbs and fuses; makes simple furniture, cabinet, asphalt tile, and linoleum repairs; assists in maintaining and repairing electrical lines and fixtures; assists in lubricating, regulating, and repairing sewage, water, cooling, and heating system lines and equipment; assists in repairing roofs; assists in repairing plaster and concrete; assists in painting buildings and equipment.

The Building Maintenance Worker (BMW) works under the supervision of the Supervisor of Building

Trades.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: HAZ/MAT certification must be obtained within 90 days of hire.
- ☒ Other: Ability to lift 20 Lbs. or more.

Essential Functions (including percentage of time)

- 25% Completes monthly preventive maintenance inspections of building fire extinguishers, emergency eyewash / deluge showers, and emergency exit signs. Completes the inspection sheet for each building and returns it to the supervisor by the end of the month's due date. Immediately notifies their supervisor of all units that are not functioning within the approved parameters and may be required to make necessary repairs at that time.
- 25% Assists the Warehouse staff in operating, connecting, and maintaining the Gas Cylinder Delivery Program. Works one week a month assisting in delivery and removal of gas cylinders in the Laboratories; makes all connections to the equipment piping and keeps the areas neat and clean. May be required to assist at more frequent intervals than once a month. Provides supervisor with a copy of the daily delivery schedule so additional assignments can be scheduled around these timeframes.
- 15% Inspects, maintains, and repairs all types of gas, heating, plumbing, water and sewage systems and their associated piping and apparatus. Inspects roof systems and materials and cleans out debris from storm drains when required.
- 10% Makes minor adjustments and repairs to office and laboratory furniture. Earthquake secures all equipment, shelves, and file cabinets. Fabricates and installs new shelves and brackets throughout the campus. Repairs doors, hinges, handles, and closures of all types and assists with their installation.
- 10% Completes all paperwork; inspection sheets, work orders, purchase requests, etc., and turn in to their supervisor daily. Makes simple drawings and sketches to blueprints as changes occur and provides them to their supervisor so the changes can be implemented into the As-Built drawings for the Campus.
- 5% Continuously Maintains shops and material storage rooms in a neat and presentable condition. Maintain the equipment in each shop and repairs and/or replaces as required. Is an essential member of the Facilities Management Section (FMS) - Plant Operations Health and Safety team. Will attend monthly health and safety meetings.
- 5% Assists the FMS administration staff with maintaining the "Locknetics" access control program. Responsible for downloading data into these stand-alone locks weekly throughout the campus.

Marginal Functions (including percentage of time)

- 5% Assists Maintenance Mechanics and Stationary Engineers with their monthly preventative maintenance and/or other duties as required and as part of BU-12 contract. Escorts contractor when needed. Performs other work-related duties that may be required as specified for this classification.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 3/14/25