

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	Position Control Approval: DF	Date: 6-25
Employee Name		Division Hospital Administrator		
Position No / Agency-Unit-Class-Serial 455-556-6215-XXX		Unit Plant Operations		
Class Title Building Maintenance Worker		Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R12	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES A variety of semiskilled manual tasks in the alteration, maintenance, and repair of buildings and building facilities, may instruct and lead casual workers, and other related work.				
50%	Knowledge of tools, equipment, and materials associated with general building practices. Works with journeyman and leads other workers in maintaining and repairing equipment, fixtures and infrastructure throughout our facility. . Requisitions for varied commodities are filled in a timely manner, accuracy is checked, and orders are delivered to designated shops.			
35%	As required by immediate Supervisor, maintains accurate information on daily work orders and logs work orders. Maintains and up keeps all tools, equipment and buildings associated with Plant Operations. Understands and follows all division of industrial safety and building codes when work is being performed in all areas of the facility.			
15%	Maintains and follows proper tool control procedures. Understands and knows location of MSDS and protective gear and implements usage. Reads, understands and conforms to all Hospital Administrative Directives (A.D.'s) and Plant Operations policies. Building Maintenance Worker may be assigned anywhere needed throughout Plant Operations.			
Other Information	Supervision Received: The Building Maintenance Worker is under the direct supervision of the Utility Shops Supervisor (Building Trades) through the Supervisor of Building Trades and the Chief of Plant Operations I. Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF:			

	Common methods practices and materials used in the maintenance, and repair work of buildings and building facilities; various tools used in building maintenance and repair work and their proper employment and care. ABILITY TO: To do a variety of semiskilled maintenance and repair tasks; follow directions; prepare reports of work done; read and write at a level appropriate to the classification. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES
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	Maintains and repairs building fixtures and equipment, including windows, roof, doors, screens, drains, shelving. Small appliance repair, light bulb replacement and electrical repairs. Assists in movement of furniture; maintains and organizes work order logs; maintains tool control; requisitions supplies; does monthly reports as necessary; assists other tradesmen on various work projects; does other work as required and conforms to all Administrative Directives (A.D.'s). Maintains relationship security in the workplace. TECHNICAL COMPETENCIES Installation of bulletin boards, tile, light bulbs, light carpentry, concrete finishing, assist tradesmen in all aspects of building maintenance. LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature _____ Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date
	_____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Building Maintenance Worker (6215)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing				X		
Walking			X			
Running	X					
Crawling		X				
Kneeling		X				
Climbing		X				
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping			X			
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)		X				
Walking on uneven ground			X			
Driving		X				
Operating hazardous machinery			X			
Exposure to excessive noise			X			
Exposure to extreme temp.			X			
Exposure to dust, gas, fumes, or chemicals			X			
Working at heights		X				