



DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification: Utility Shops Supervisor	Working Title: Utility Shops Supervisor
Position Number: 006-400-6756-001	CBID: S12
Work Week Group: 2	Work Hours: Monday – Friday 8:00am – 4:30pm
Command/Directorate/Unit: 195 th Wing Civil Engineering	Physical Work Location: Sepulveda Air Guard Station 15900 Victory Blvd, Van Nuys, CA 91406
Supervisor Name: Christopher Farinas	Supervisor Classification/Rank: CE State Superintendent / MSgt
Current Incumbent: Vacant	Effective Date: TBD

Position Requirements:

- | | |
|---|---|
| ☐ Conflict of Interest Filer (Form 700) | ☐ Travel to Multiple Locations |
| ☒ California Driver's License | ☒ Occasional Travel |
| ☐ Class A ☐ Class B ☒ Class C | ☐ Other (Specify): _____ |
| ☐ Class C w/Endorsement: _____ | |

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 general direction, coordinates and supervises the repair, maintenance, and minor construction work of buildings and structures at Sepulveda ANG and occasionally at other 195 Wing locations; may instruct, lead or supervise and do other related work. The 195 Wing is geographically dispersed with current locations in San Diego, Los Alamitos, Van Nuys, Vandenberg SFB, Mather AAF, and Beale AFB. The Civil Engineering section for the wing is responsible for the general sustainment and improvement of the installation that allows the California Air National Guard (CA ANG) and its tenants to train, prepare, and respond to local, state, and national requirements. This position is in a key leadership position, performing administrative and supervisory responsibilities in the planning, organizing, staffing, and operational activities for the operation and maintenance of facilities for the wing. Emphasis of work is on the maintenance and repair of buildings, mechanical and power equipment systems, and other minor construction projects. The incumbent works under the general direction of the State Active-Duty Civil Engineering State Superintendent and the Base Civil Engineer. Exercises direct supervision over facility maintenance personnel.

Essential Functions:

- | | |
|-----|--|
| 40% | <ul style="list-style-type: none">• Plan, assign, and review the work of facilities maintenance personnel.• Serve as a hands-on working supervisor and subject matter expert in general building operations and maintenance by providing guidance and training to staff.• Initiate and review requisition supplies, materials, tools, and equipment.• Develop and review shop drawings and estimates of labor, materials, tools, and equipment necessary to accomplish work orders.• Maintain labor and material records using filing or folder documentation.• Responsible for monitoring and enforcing safety practices.• Oversee and track inventory of shop tools and equipment through lists and/or word documents. |
|-----|--|

Duty Statement

CMD 900-54
(Rev. 09/2024)

30%	- Develop, record, coordinate, and track work orders from start to finish. - Schedule material flow and work assignments of various trades to maintain orderly job progress and to ensure work orders are carried out according to plans and specifications. - Operate Work Order programs to assign, monitor, and report weekly work efforts, as well as plan and project future work requirements. - Coordinate and advocate to managers for work order approval and funding.
10%	Serve as aide or assist the Contract Manager for service contracts such as janitorial, landscaping, and pest control.
10%	Perform building inspections to identify needed maintenance and repairs under the guidance of Operations Manager.
5%	Travel to other 195th Wing locations for work order support.
Non-Essential/Marginal Functions:	
5%	Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: - Methods, materials, tools, and equipment used in the construction, maintenance, and repair of buildings, building equipment, and mechanical equipment installations - Codes, rules, regulations, and Safety Orders applicable to the various building and mechanical trades - Principles of effective supervision - Methods used in requisitioning, receiving, storing, and using tools, materials, and supplies - Department's affirmative action program objectives - A manager's role in the affirmative action program and the processes available to meet affirmative action objectives	
Skills: N/A	
Ability to: - Assign, supervise, and inspect the work of building and mechanical trades journeypersons - Read and interpret blueprints, and work from plans and specifications - Operate standard power tools and machines used in mechanical and construction trades work - Estimate labor and material requirements - Keep records and prepare reports - Analyze situations accurately and take effective action - Effectively contribute to the department's affirmative action objectives	
Required Qualifications: California Driver's License	
Desirable Qualifications: - Ability to read and write. - Ability to work in harmony with others in a professional manner. - Willingness to work in a Military Environment. - Willingness to carry a work cell phone and be available for emergency call-backs on weekends, holidays and after duty hours.	
Work Environment: - Work in inclement weather. - Working indoors is common. - Occasional travel required for job related training and work order support. - Operate a vehicle to multiple sites to complete work orders and pick up materials as needed.	

Duty Statement

CMD 900-54
(Rev. 09/2024)

• May require overtime and/or flexible schedule.		
Physical/Mental Abilities: • Ability to sit or stand for long periods of time. • Ability to lift or carry boxes, files, or building materials up to 50 lbs. • Ability to reach, turn, kneel, bend, and use ladders. • Ability to follow safety procedures. • Read, understand, follow, and enforce policy and procedures. • Provide verbal and written directions. • Ability to perform efficiently and effectively under deadlines and pressure.		
Equipment Used: • Common hand and power tools (e.g. drills, screwdrivers, hammers, tape measures, impact hammers, saws, gauges, paint sprayers, paint roller/brushes, ladders, plungers, pliers, augers, squares, nail guns, table saw, welder, multimeters, infrared cameras, airflow meters, refrigerant detectors, temperature/humidity meters, etc.) • Computer, phone, calculator, copier/fax/scanner machines. • Operate assigned full-sized vehicles and utility carts.		
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: Approval		
C&P Analyst Name (Print)	Signature	Date