California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☒ CURRENT
☐ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Chief Engineer I	Chief Engineer I

BRANCH
Instruction, Measurement & Administration

DIVISION	OFFICE
State Special Schools Services	California School for the Blind

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R13	2		184-820-6698-001	Fremont

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
6 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	Yes	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Chief of Plant Operations at the California School for the Deaf (CSDF), Fremont, and or the California School for the Blind (CSB) Superintendent, the Chief Engineer performs a wide variety of duties including the operation of water treatment, maintenance and repair of heating, refrigeration, air conditioning, boilers gas ines, and other mechanical power equipment. The Chief Engineer I will complete work as required, work independently, collectively and professionally with others. The Chief Engineer I may lead the work with others in the operations, maintenance and repair of the heating and electrical plant and other mechanical equipment at CSB, CSDF and the Diagnostic Center North (DCN) facilities.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Chief of Plant Operations (CA School for the Deaf) and or California School for the Blind Superintendent. May take direction from the CA School for the Blind Business Manager.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Will work outside in inclement weather & in temp controlled environment with LED lighting. Will use tools, manual, powered & other equipment. May be kneeling, squatting, bending, reaching overhead/above shoulder level, sitting, or using a ladder. May be need to access tight crawl spaces, climb on roof of buildings or be on the ground on concrete or in dirt/mud. May predominantly walk, drive in golf cart or stand; May carry up to 50 lbs. May be around students.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:	35%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Assigns, coordinates and oversees the work of skilled and semi-skilled workers in the operation of maintenance and repair of heating, ventilating, air-conditioning, and refrigeration systems; including stationary engines, boilers, compressors, pumps, condensers, stream lines, water lines, gas lines, controls, meters and electrical systems. May perform the above described work as well.

Leads and performs the maintenance and repair of water, electrical, elevator, and laundry equipment, shop machinery, and similar equipment. May lead or perform the analysis of boiler feed water samples and determine water treatment. May lead or perform servicing and maintenance of fire extinguishers and other fire protection equipment.

Relative % of Time Required:	20%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Assists with and performs the ongoing safety training, safety inspections, accident prevention, productive accident investigations, and maintains a safe work environment. May hold safety meetings.

Relative % of Time Required:	15%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Assists in the direction of and perform the maintenance and repair of water, electrical and laundry equipment, shop machinery, and similar equipment. May direct and perform the analysis of boiler, feed water samples and determine water treatment.

Relative % of Time Required: 15%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

May prepare requisitions for fuel, equipment and maintenance supplies. Responsible for the clean and orderly condition of boiler rooms and related equipment rooms.

Relative % of Time Required: 10%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Responsible for and maintains the charts and records, and prepares reports for CSB.

Relative % of Time Required: 5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Attends trainings, staff meetings, and campus events as directed by supervisor or manager.

Other duties as assigned

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

PERSONAL CONTACTS

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor