

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31081	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Region I, Labor & Workforce Development Agency HQ	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1416 9th Street, Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Plumber I	POSITION NUMBER 308-974-6549-001	CBID R12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00am - 5:00pm	TENURE P	
WORKING TITLE Plumber I	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under supervision of the Supervisor of Building Trades, the Plumber I in the Facilities Management Division (FMD) Labor & Workforce Development Agency HQ, performs preventative, new/renovation maintenance and repair of work of plumbing systems, provides journey-level work concerns related to water, gas, sewage, fire control and troubleshooting of plumbing systems to ensure compliance in accordance with principals and guidelines of the Department of General Services (DGS).

☒ Medical Clearance ☒ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

Background Clearance

This position and/or location requires background investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Installs, inspects maintains, repairs, troubleshoots plumbing equipment, fixtures, fittings, pipes, drain lines, pumps and plumbing systems using various tools and equipment and visual inspection by reviewing plans and specifications in order to provide preventive maintenance in accordance with uniform plumbing codes and manufacturer's specifications and warranties.
25%	Creates hand written work diagrams using plumbing knowledge and experience, provides and advises of estimates for materials by soliciting bids and performing price comparisons and selection

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PERCENTAGE	DESCRIPTION
	of supplies, performs installations of plumbing supplies based on final sketches using appropriate power and hand tools in order to install and repair standard plumbing equipment in accordance to manufacturer's specifications, warranties and plumbing codes.
25%	Prepares requisitions including quotes and proposals for supplies, products, tools, and equipments; and records weekly inventory counts of all products and tools by performing physical and visual checks using various software in order to oversee and maintain sufficient levels of supplies, products, tools, and equipment needed to perform assignments.
15%	Attends training in the handling of hazardous materials and use of environmental safeguards to maintain a safe environment for employees and the public utilizing Environmental Safety and Health Unit (ESHOP), in compliance with the laws and regulations, the Occupational Safety and health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention (IIPP and SB 298), and Worker's compensation (Title 8 and SB 198). Participates and/or leads team in executing plans or Emergency Response, disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Act as a lead person over unskilled and semi-skilled personnel in order to train and develop the less experienced staff using reference manuals and one-on-one discussions to prepare job design layouts, including material lists, time schedules and inspecting projects, initiates various reports using Microsoft Office, Maximo or manual reporting in order to report and track completed work in accordance with FMD procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Work is a high rise (7 floors or higher) or a low rise (6 floors or less) office-building environment.

Wear unaltered FMD supplied shirts and pants according to current policy.

Performs work around hazardous materials, such as asbestos, lead and/or raw sewage.

Stand and/or walk for extended periods, climb stair and ladders.

Mechanical equipment space environments.

Work in noisy, confined spaces.

Willingness to work in any regional location.

Reach or stretch by extending hand(s) or arm(s) in any direction.

See and hear for visual inspection of the operation of machinery/equipment or sound inspection of proper operating machinery/equipment.

Work outdoors (parking lots) in inclement weather. Work on uneven ground surfaces. Wear safety equipment during work performance i.e. ear plugs, dust masks, eye goggles, face shield, latex gloves, cloth gloves, rubber boots or rain gear, aprons and back support.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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