

DUTY STATEMENT

CALIFORNIA SCIENCE CENTER

☒ Current
☒ Proposed

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Plumber I	Plumber
NAME OF INCUMBENT:	POSITION NUMBER:
	314-204-6549- 003
CBID/WWG/PROBATION:	UNIT NAME:
R12/ 2/ 6 months	Plant Operations
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
Hugo Rico	Supervisor Building Trades
SCHEDULE / SHIFT:	REVISION DATE:
Monday - Friday / 8:30am - 5:00pm	10/06/2026
Duties Based on: ☒ FT ☐ PT- Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ EPA Section 608 Technician Certification ☒ State Issued Uniform ☒ Requires Fingerprinting & Background Check ☐ Requires DMV Pull Notice ☐ Bilingual Fluency (<i>specify below in Description</i>) ☒ Medical Examination/Testing ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) <i>Click to enter text</i>	
See classification specifications.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
General Statement: (Briefly describe the position's organizational setting and major functions)	
Under the direction of the Supervisor of Building Trades, the Plumber I is a journey-level position that performs the installation, maintenance, inspection, and repair of standard plumbing equipment concerned with water, gas, oil, sewage, fire control, steam, refrigeration, and irrigation systems. The incumbent troubleshoots plumbing systems; installs and repairs pumps; maintains the plumbers shop; makes rough sketches and estimates labor and materials for minor plumbing installation and repair; advises in the selection, ordering, and storage of plumbing supplies and equipment; consults with other tradespeople; keeps simple records and makes reports; and may instruct and lead unskilled assistants.	

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Percentage of Duties	Essential Functions
40%	Troubleshoot plumbing systems; Installs a variety of plumbing systems, including potable water lines, wastewater lines, irrigation systems, and backflow systems. Installs boilers, pumps, gas appliances, water heaters, laundry equipment, and fixtures such as toilets and wash basins. Completes tasks assigned by computerized work orders, which may include unclogging toilets, detecting leaks in various plumbing systems, repairing faucets, traps, automatic flush valves, and natural gas piping, clearing drains, repairing fire sprinkler heads and a variety of other related tasks. Measure, cut, thread, and bend pipe to the required angle, using hand and power tools or machines such as pipe cutters, pipe-threading machines, and pipe-bending machines. Plan pipe system layout, installation, or repair according to specifications. Consults with other trades, as needed.
30%	Performs daily inspection of all restrooms in the public areas and weekly inspection of restrooms in administrative areas. Inspects drains, toilets, sinks, and water fountains operate properly and that all faucets work properly, and fixtures are in good condition and operational.
15%	Make rough sketches and estimate labor and materials for minor plumbing installation and repair, advise in selection, ordering, and storage of plumbing supplies and equipment. Prepares or studies plans and specifications to determine the layout of the plumbing systems and materials. Maintain simple records and make written reports. Review blueprints, building codes, and specifications to determine work details and procedures.
10%	Assists other trades in large-scale assignments or projects that have plumbing-related tasks. May instruct and lead unskilled assistants. Maintain plumbing shop safety and orderliness.
Percentage of Duties	Marginal Functions
5%	The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.

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4. WORK ENVIRONMENT (Choose all that apply)

Standing: Frequently - activity occurs 33% to 66%

Sitting: Frequently - activity occurs 33% to 66%

Walking: Frequently - activity occurs 33% to 66%

Temperature: Temperature Controlled Office Environment

Lighting: Artificial Lighting

Pushing/Pulling: Frequently - activity occurs 33% to 66%

Lifting: Frequently - activity occurs 33% to 66%

Bending/Stooping: Frequently - activity occurs 33% to 66%

Other:

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:☐ Private Office☐ Cubicle☒ Shop☐ Assigned Area☒ Other:**Telework Status:**☒ Office-Based - 0% telework☐ Office-Centered - 20% telework (1 day)☐ Exception - 40-100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None. May oversee the work of non-skilled workers as a lead.

6. SIGNATURES**Employee's Acknowledgement:**

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.

Supervisor's Name: Hugo Rico

Supervisor's Signature:

Date:

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7. HR USE ONLY**HR Approval**

- ☒ Duties meet class specification and allocation guidelines.
- ☐ Exceptional allocation, STD-625 on file.

HR Director Initials

Date Approved

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.

State of California
POST AND BID REQUEST
SHR 219 (Rev. 4/2026)

California Science Center
State Human Resources

Instructions:

This form shall be completed only by current CSC employees who are in the same classification as being advertised.

This form must be submitted to the contact person/address in Section 3 **NO LATER** than the final filing date.

SECTION 1. EMPLOYEE CURRENT JOB INFORMATION

LAST NAME	FIRST NAME	MI	CLASSIFICATION
			Plumber I
UNIT NAME	UNIT NUMBER		
Choose Unit Name	Choose Unit		
WORK STREET ADDRESS	CITY	STATE	ZIP CODE
700 Exposition Park Drive	Los Angeles	CA,	90037
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
SUPERVISOR FULL NAME (Last, First M.I.)			SUPERVISOR WORK PHONE NUMBER
EMPLOYEE STATEMENT			

EMPLOYEE SIGNATURE BEST CONTACT PHONE NUMBER DATE

SECTION 2. POSITION IN WHICH EMPLOYEE WISHES TO POST AND BID

RPA NUMBER	BARGAINING UNIT	POSITION NUMBER	CLASSIFICATION
26-CSC-017	12	314-204-6549-003	Plumber I
CITY LOCATION	STATE	ZIP CODE	
Los Angeles	CA,	90037	
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
Monday - Friday		830am - 5pm	
MEMORANDUM OF UNDERSTANDING EFFECTIVE DATES			ARTICLE NUMBER
July 1, 2023 through June 30, 2026			14
POST & BID TYPE	FINAL FILING DATE (form must be submitted NO LATER than this date)		
Continuous	10/21/2026		

SECTION 3. ADDRESS TO SEND POST AND BID FORM

CONTACT PERSON NAME	EMAIL ADDRESS		
Human Resources	HR@californiasciencecenter.ca.gov		
STREET ADDRESS	CITY	STATE	ZIP CODE
700 Exposition Park Drive, 3rd Floor	Los Angeles	CA,	90037

SECTION 4. OFFICE OF HUMAN RESOURCES USE ONLY

EE NUMBER	TENURE	TIME BASE	DATE P&B FORM RECEIVED BY HIRING OFFICE
APPOINTMENT DATE	SENIORITY (months)	DATE VERIFIED	Field reserved for date stamp by Hiring Office upon receipt from bidder.
SENIORITY VERIFIED BY C&P ANALYST (NAME)			COMMENTS