

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31151	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME LA East/San Bernardino	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 13892 Victoria Street, Fontana, CA 92336	
CIVIL SERVICE CLASSIFICATION Chief Engineer II	POSITION NUMBER 308-304-6695-004	CBID S13
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday/8am-5pm	TENURE P	
WORKING TITLE Chief Engineer II	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 Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the direction of the Office Building Manager III, the Chief Engineer II in the Facilities Management Division (FMD) San Bernardino supervises the daily building and engineering operations, maintenance, special projects and repairs of building systems including heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants and other mechanical and power equipment in State-owned and occupied buildings in accordance with FMD guidelines and manuals.

☒ 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.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Plans, assigns, and supervises work of skilled and semiskilled workers engaged in the operation, maintenance and repair of building facilities including Heating, Ventilating, Air Conditioning (HVAC), plumbing, electrical, mechanical controls, building automation, energy management, fire life and safety-related systems by generating and distributing work order tickets and monthly reports, directing and administering special repairs and projects, and maintaining adequate staffing in order to maintain and repair all building systems to ensure the health and safety of the building occupants following published guidelines and industry standards.
25%	Supervises, directs and evaluates the work of subordinate staff by monitoring and establishing performance expectations and requirements, completing timely performance evaluations,

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PERCENTAGE	DESCRIPTION
	providing training opportunities, hiring and maintaining adequate staff, managing staff requests for time off, and approving or denying Project Accounting and Leave (PAL) entries for attendance purposes in order to meet program goals and objectives in accordance with all applicable DGS policies, rules and regulations.
15%	Prepares contracts for services provided to client/tenant agencies by reviewing estimates and costs, writing the scope of work and completing proper budget planning in order to maintain the operations and maintenance of the facility to ensure the health and safety of the building occupants following published guidelines and industry standards.
5%	Resolves client/tenant concerns and complaints regarding facility operations and maintenance issues by communicating with clients/tenants, conducting investigations and coordinating disaster recovery plans in order to avoid building and occupant shutdowns to ensure the delivery of quality service.
5%	Prepares requisitions including quotes and proposals for supplies, products, tools, and equipments, and performs physical and visual weekly inventory count of all products and tools used by staff, records counts using various software in order to oversee and maintain sufficient levels of supplies, products, tools, and equipment to ensure staff are able to perform their assignments.
5%	Maintains recordkeeping of evacuated refrigerants by providing the company name, location of appliances, type of refrigerant, date of recovery and the person to whom it was transferred in order to track the quantity of refrigerant recovered from all disposed appliances each calendar month using Excel to ensure that ozone depleting refrigerants are not released into the atmosphere in conformance with EPA regulations under Section 608 of the Clean Air Act.
5%	Maintains, services, repairs and/or disposes of state equipment that contains refrigerant in accordance with the National Recycling and Emission Reduction Program and DGS policies and guidelines by evacuating refrigerant from units and extracting them to an empty tank utilizing a vacuum pump, gauges, hoses, and recovery cylinders in order to capture and recycle substances to ensure that ozone depleting refrigerants are not released into the atmosphere in conformance with EPA regulations under Section 608 of the Clean Air Act.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Reviews trade publications, establishes professional networking, remains updated on trade trends and information by attending workshops and training in order to maintain professional and technical knowledge and to improve the efficiency of the unit.
	Acts as backup OBM at any regional facility, as directed by FMD Manager, to ensure continuous and efficient operations of all building systems and equipment.

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 in low-rise (6 floors or lower) to high-rise (7 floors or higher) office-building environment.

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

Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and

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loud noises.

Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.

May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.

Work in any facility within the regional location.

May require the ability to work overtime.

May require working in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.

Work requires heavy physical work; heavy lifting, moving, pushing or pulling required of objects up to 50 pounds.

May be required to obtain additional certifications.

Willingness to work hours necessary to mitigate a building emergency, meet deadlines or complete tasks.

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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