



DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification: Stationary Engineer	Working Title: Stationary Engineer
Position Number: 006-403-6712-402	CBID: R13
Work Week Group: 2	Work Hours: Monday – Friday, 6:30am – 3:00pm
Command/Directorate/Unit: 129 th RQW/CEF Operations	Physical Work Location: 683 Macon Rd, Moffett ANGB, CA 94035
Supervisor Name: Ervin Posadas	Supervisor Classification/Rank: Chief of Plant Operations I
Current Incumbent: VACANT	Effective Date: TBD

Position Requirements:

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| ☐ Conflict of Interest Filer (Form 700) | ☐ Travel to Multiple Locations |
| ☒ California Driver's License | ☐ Occasional Travel |
| ☐ Class A ☐ Class B ☒ Class C | ☒ Other (Specify): <u>Common Access Card</u> |
| ☐ 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:

The 129th Civil Engineer Flight is responsible for the daily maintenance and repair of facilities and associated infrastructure that supports an Air National Guard Base with a Rescue Mission. The Flight is composed of three branches: Engineering, Emergency Management and Operations. State Civil Service maintenance employees work in the Operations branch.

Under general direction of the Chief of Plant Operation and Facility Manager, works with a variety of skilled and semiskilled workers engaged in the operation, maintenance and repair of heating, ventilating, refrigeration, air conditioning systems, building systems, power, water, natural gas, plumbing and electrical & mechanical controls, including chillers, boilers, compressors, pumps, condensers, water lines, gas lines, control and meters; instructs or leads other trades and makes recommendations to the Chief of Plant Operations and Facility Manager. Performs preventative maintenance, system operation and performance monitoring and remedial maintenance, Supervises projects; may lead or perform the analysis of boiler feed water samples and determine water treatment; lay lead or perform servicing and maintenance of Fire and Life Safety equipment; prepare requisition for fuel, equipment and maintenance supplies; responsible for the clean and orderly condition of boiler rooms, mechanical rooms and related equipment rooms, keeps charts and records of facility systems maintenance and prepares reports.

Essential Functions:

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| 40% | <ul style="list-style-type: none">Regularly perform preventive maintenance, start-up, regulation, repair, and shutdown of real property-installed equipment, including HVAC units, refrigeration systems, boilers, pumps, compressors, and computer-based control systems Automated Logic Control (ALC).Repair and replace pumps, motors, and other operating equipment; lubricate motors, replace filters; and remove corrosion to ensure optimal performance.Troubleshoot, identify, and correct mechanical issues; routinely inspect |
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	and test safety devices to ensure compliance and reliability. • Maintain comfortable indoor temperatures throughout the year by monitoring and adjusting building systems as needed. • Drive and operate equipment such as JLG boom lift, scissor lift, and forklift to complete work orders.
30%	• Monitor boiler and make necessary adjustments and repairs to maintain proper operating conditions. • Observe and interpret readings on gauges, meters, and charts registering various aspects of boiler operation to ensure that boilers are operating properly. • Install heating, ventilation, air conditioning (HVAC), and refrigeration systems when existing unit is no longer operational. • Troubleshoot and repair electronic and pneumatic controls to include variable frequency drives, and other controls for ventilation. • Install and maintain plumbing and electrical systems when deemed nonoperational on a work order or maintenance is required during preventive maintenance. • Use welding equipment to fabricate or repair components such as A/C compressors, efficient for general fabrication or maintenance of facility infrastructure, reinforcing components before failure, and installing new piping, brackets, or structural supports. • Perform general facility upgrades and equipment replacements.
15%	• Prepare material estimates, procurement request, complete written and digital work orders, maintain and conduct inventory of non-hand materials, receive and stock supplies. • Record refrigerant use on base program form and log records for auditing purposes, maintain computerized controls for temperature settings and scheduling. • File and maintain operation and maintenance manuals for HVAC equipment. • Inventory and maintain shop tools; ensure equipment and vehicles are in safe working condition. • Clean, maintain, and inventory shops, tools, and vehicles used for daily operation. • Travel to distances across installation will be required in Federal vehicles for moving materials and equipment needed for work orders.
10%	• Use iEMS integrated Engineering Management System (Work Order System) used to track work orders and input comments/remarks on work order progress. • Use the internet for parts research and material quote requests. • Use applications such as Outlook for email communication, word to relay any written information/documentation needed for work orders, inventory tracking, and notes, excel for reports of stock for belts, air filters, and other components of HVAC. • Aid Engineering Section during design, construction, and final acceptance of construction projects. • Perform job site coordination, assist with overseeing outside contractors, and notify building occupants regarding job actions. • Perform escort duties.
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Boilers and auxiliary boiler room equipment; heating, lighting ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment; the methods, tools, materials, and equipment used in the operation, maintenance, and repair of such equipment.	

Skills: N/A
Ability to: Follow oral and written directions; demonstrate mechanical ability, keep accurate records, install, operate, and make repairs to the various types of equipment listed above in the knowledge requirements, make written reports, read, interpret, and work from plans, drawings, and specifications, lay out work for others, analyze situations accurately and take effective action.
Required Qualifications: • Must have and maintain a valid California driver's license. • Must be able to acquire and hold a favorable security clearance to obtain a valid Common Access Card (CAC) for base access. • Must have an EPA 608 Certification. • Must be able to obtain certification to operate forklifts, scissor lifts, and JLG boom lift within six months from date of hire.
Desirable Qualifications: • Three years on the job experience with HVAC • Experience in automated logic systems. • Formal technical training in mechanical electrical technology. • Experience with Mitsubishi Multi City VRF system, split systems, VAV boxes, Trane, Carrier, Daikin VRV, chillers, boilers.
Work Environment: • Work in diverse environments, including both indoor and outdoor settings, often under varying weather conditions. • Perform administrative duties within office spaces, including documentation, reporting, and coordination of maintenance activities. • Regularly work in active building construction and maintenance sites, adhering to safety protocols and adjusting to changing site conditions. • Operating in environments that require physical activity, overhead work, ladder use, and coordination with multiple trades and contractors. • Operate government utility trucks, JLG boom lifts, and forklifts to travel between facilities and complete maintenance assignments.
Physical/Mental Abilities: • Capable of lifting, carrying, and moving objects weighing between 10 and 50 lbs. safely and efficiently. • Ability to work independently with minimal supervision. • Able to bend twist, climb ladders, and perform repetitive physical task as required for maintenance and repair activities. • Endurance to sit, stand or walk for extended periods while completing inspections and repairs. • Strong understanding of and adherence to workplace safety standards, policy and procedures to ensure a safe working environment. • Willing and adaptable to working in a military facility environment with strict security and operational protocols. • Skilled at prioritizing tasks, managing multiple assignments simultaneously, and adapting to shifting priorities and fast faced environments. • Demonstrate critical thinking and problem-solving abilities with a focus on identifying root causes, implementing practical solutions, and preventing recurrence.

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- Effective time management skills, consistently meet deadlines while balancing preventive maintenance, repairs, and administrative duties.
- Able to work collaboratively and maintain positive working relationships with colleagues, contractors, and management to ensure efficient operations.

Equipment Used:

- Common hand tools, power tools and equipment used in the operation and repair of HVAC systems, chillers, boilers, and other equipment.
- Cell phone, computer, printer, copier/scanner, fax machine, utility pickup truck.
- Drive and operate equipment such as JLG boom lift, scissor lift, and forklift.

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
Christopher Skillman	<i>Christopher Skillman</i>	10/1/2026