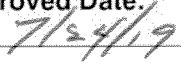


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: CHIEF ENGINEER II	
Approved by Chief of Plant Operations III – Ron Howard Signature: 	Approved Date: 

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES: Under direction, to supervise the operation, maintenance, and repair of the heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants and other mechanical and power equipment in a large group of State buildings or large institution; and to do other related work

- 35%** • Plans, assigns, and supervises the work of Plant Operations Staff engaged in the operation, maintenance, and repair of heating, ventilating, refrigeration, and air-conditioning systems, including stationary engines, boilers, compressors, pumps, condensers, steam lines, water lines, gas lines, controls, and meters.
- 35%** • Directs the maintenance and repair of water, electrical, elevator systems, shop machinery and similar equipment.

 - Directs the analysis of boiler feed water samples, and determine water treatment.
 - May supervise the servicing and maintenance of fire extinguishers and other fire protection equipment.
 - Provide site-specific safety training to staff.
 - Adhere to and enforce departmental regulations and guidelines in relation to Equal Employment Opportunities.
 - Enforce and adhere to laws and rules regarding violence in the workplace, sexual harassment, and professional conduct; lead by example.
- 25%** • Coordinates work of contractors performing necessary maintenance, overhaul, and repairs of equipment. Is responsible to maintain clean and orderly condition of the boiler rooms and related equipment room.

 - Keep charts and records, prepares requisitions and contract documents, and prepares reports.
- 5%** • Insures compliance with regulatory agencies.

 - Reports regularly on status of permits and needs associated with keeping permits current. (Air Quality Control, Health Department, etc.)

2. SUPERVISING RECEIVED:

Chief of Plant Operations I

3. SUPERVISION EXERCISED: Chief Engineer I, Plumber Supervisor, Water and Sewage Plant Supervisor and Electrician Supervisor

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Heating, ventilating, refrigeration, and air- conditioning systems, and methods, materials, and tools used in their operation, maintenance, and repair; electrical, water, sewage, elevator, and other mechanical systems, and methods, materials, and tools used in their operation, maintenance, and repair; Safety Orders of the California Division of Industrial Safety applying to heating, electrical, and other related mechanical equipment; analysis and treatment of boiler feed water; principles of effective supervision; department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

ABILITY TO: Read and write English at a level required for successful job performance; direct the work of installing, operating and maintaining heating, ventilating, refrigeration, and air conditioning systems, auxiliary electrical plants, and other mechanical systems; Supervise the work of skilled craftsmen and semiskilled workers and patient and inmate helpers; keep accurate records and prepare reports; think and act quickly in emergencies; Effectively contribute to the department's affirmative action objectives.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Knowledge in the safe operation of mechanical and utilities systems and equipment.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**
Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.

4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date