

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 6/25/2025
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-XXX-6940-XXX	Unit Plant Operations		
Class Title Maintenance Mechanic	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R12	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems.			
50%	Knowledge of tools, equipment and materials associated with the building maintenance. Works with and leads subordinate workers in maintaining and repairing building fixtures and equipment. Remodels, maintains, moves and repairs building fixtures, appurtenances, inspects/maintains and repairs plumbing, heating, water, and sewer systems, kitchen/laundry equipment, automotive equipment, exhaust fans, swamp coolers, miscellaneous equipment, and electrical components to best satisfy the needs of the Hospital. Does miscellaneous minor building construction and repair work; refinishes furniture, estimates and requisitions materials and supplies. Keeps records and prepares reports.		
20%	Assists in maintaining a daily work order log showing when received and when completed. Maintains and requisitions material to meet the needs of various work orders as assigned by the Utility Shop Supervisor. Maintains and upkeeps all tools, equipment, and buildings associated with the Utility Shop and Plant Operations. Understands and follows all Division of Industrial Safety and Building Codes when work is being performed in all areas of the facility.		
20%	Assists in preparing monthly work order status and project reports; prepares other reports as requested by the Chief of Plant Operations III. Analyzes and provides corrective action on health and safety issues encountered or is brought to their attention. Understands and knows location of Safety Data Sheets and protective gear in regard to any hazardous material that may be required to use. Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations Policies. Maintains daily tool control procedures and instructs all concerned in proper tool control. As determined by the Chief of Plant Operations the Maintenance Mechanic may be temporarily assigned to assist in other Plant Operations functions, which would serve the best interests of the Hospital.		
10%	Works with and assists trade persons in various projects assigned to Plant Operations.		

Other Information	Supervision Received: Chief Engineer II, Utility Shop Supervisor – Building Trades, Utility Shop Supervisor - Mechanical Supervision Exercised: N/A KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems. ABILITY TO: Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever 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 for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of

	assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate 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. SITE SPECIFIC COMPETENCIES Maintains and repairs building fixtures and equipment, including windows, roof, doors, screens, drains, shelving; maintains and repairs floor tile and cove base; installs miscellaneous wall fixtures such as bulletin boards, mirrors, pictures, cabinetry, posters, etc.; small appliance repair; minor electrical repairs; assists in movement of furniture; maintains and organizes work order log; maintains tool control; requisitions supplies. Maintains relationship security in the workplace. TECHNICAL COMPETENCIES Knowledge of the work order system and preventive maintenance system. LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
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	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature _____ Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date
	_____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Maintenance Mechanic (6940)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing					X	
Walking			X			
Running	X					
Crawling	X					
Kneeling		X				
Climbing		X				
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)				X		
Pushing & Pulling				X		
Power Grasping			X			
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)			X			
Walking on uneven ground			X			
Driving		X				
Operating hazardous machinery			X			
Exposure to excessive noise			X			
Exposure to extreme temp.			X			
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights		X				