STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31097	Facilities Management Division (FMD)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
LA East/Van Nuys	6150 Van Nuys Blvd, Van Nuys, CA 91401	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Stationary Engineer	308-340-6712-003	R13
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☑ No	PROBATIONARY PERIOD ☑ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday-Friday/7:00 AM - 3:30 PM	P	
WORKING TITLE	TIMEBASE	
Stationary Engineer	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 Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Chief Engineer II, the Stationary Engineer in the Facilities Management Division (FMD), Van Nuys performs a variety of skilled work in the operation, maintenance and repair of heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems in State-owned and occupied buildings in accordance with FMD guidelines and manuals.

SPECIAL REQUIREMENTS

☑ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☑ Drug Testing

☐ 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.

Drug Testing
This position requires drug screening clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Operates, repairs and maintains heating, ventilation, and air conditioning (HVAC), lighting, power, water, and other mechanical systems and equipment by inspecting all building systems and equipment, recording findings, recommending and performing appropriate action on repairs, calibrating and repairing automated building systems, and programing and analyzing the data 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%	Responds to service requests and/or emergency calls submitted by tenants or FMD staff by adjusting thermostats, repairing electrical outlets, replacing lights, adjusting mechanical and/or

PERCENTAGE	DESCRIPTION
	electrical doors, ordering parts and making recommendations on repairs in order to mitigate emergency conditions, minimize damage to ensure comfort and safety of tenants and staff.
15%	Attends job-specific trainings in the handling of hazardous materials or other related topics, updates Injury and Illness Prevention (IIPP) plans and records, completes reports, and executes the plans for Emergency Response, Disaster Recovery and Business Resumption and hazardous Materials and Waste Manifest in order to maintain a safe and healthy environment for all employees and to ensure compliance with health and safety regulations.
10%	Communicates with building staff in person or with various electronic devices and with contractors regarding repair notices, service contracts, warranties and building permits utilizing Microsoft Office and/or Maximo in order to be in compliance with published guidelines and industry standards to ensure continuous and efficient operations of all building systems and equipment.
10%	Organizes, maintains, and reviews files and equipment listings to estimate costs of electrical, mechanical, and electronic systems and requisitions parts, supplies and equipment by calculating systems requirements to provide estimates for modification or replacement of systems in order to make recommendations on recorded data, recurring maintenance, special repairs, and equipment prices to ensure proper budget planning.
5%	Inspects and evaluates all building systems in order to minimize energy waste and promote energy conservation to ensure proper operating procedures and system integration in compliance with guidelines established by Cal EPA and California Energy Commission.
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%	Acts as backup Stationary Engineer at any facility within the assigned region, as directed by the Chief Engineer II and/or the FMD Building Manager, may instruct or lead other engineers, and attends on-going safety training conducted locally 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 50 % of the time to various locations and may include overnight travel by various methods of transportation.

Work in a low-rise to high-rise public office building environment.
Work requires heavy physical work; climbing stairs and ladders, reaching, stretching, bending, stopping, kneeling, heavy lifting, moving, pushing or pulling required of objects up to 50 pounds.
May need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor.
Work involves exposure to unusual elements, such as confined spaces, uneven ground surfaces, extreme temperatures, dust, fumes, unpleasant odors, and loud noises and may involve exposure to hazardous chemicals

or physical risks which requires following basic safety precautions.
May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
Requires ability to visually inspect the routes cleaned by staff or inspection of proper operation of machinery/ equipment or auditory inspection of proper operating equipment.
Requires use of power and noise-producing tools or equipment and driving motorized equipment or vehicles applicable to job being performed.
Requires willingness to work in any location in the regional area.
May require ability to work overtime.
Ability to repetitively grip, grasp, and manipulate hand movement while using tools or other equipment applicable to job being performed.
May be required to obtain additional certifications.

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

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

C & P APPROVED BY	DATE SIGNED