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	
31226	Facilities Management Division (FMD)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Region I - Labor & Workforce Development Agency	1416 9th Street, Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Maintenance Mechanic	308-974-6940-002	R12
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 / 2:00pm-11:00pm	P	
WORKING TITLE	TIMEBASE	
Maintenance Mechanic	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 general direction of the Chief Engineer II, the Maintenance Mechanic in the Facilities Management Division (FMD) Labor & Workforce Development Agency Building is responsible for independently performing a wide variety of skilled maintenance tasks to maintain, improve, and repair the buildings, occupied spaces, mechanical systems and equipment in accordance with Department of General Services (DGS) and FMD policies, procedures, and guidelines.

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.

Background Clearance
This position and/or location requires background investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Inspects, maintains, and repairs plumbing, heating, water, and other building systems by evaluating the functionality of equipment and systems, and reading blueprints and specifications to understand and provide information on system problems in order to maintain and repair all building systems to ensure the health and safety of the building occupants in accordance with published guidelines and industry standards.
20%	Responds to service requests and/or emergency calls submitted by tenants or other FMD staff by performing repairs and electrical maintenance and making recommendations to supervisor(s) on

PERCENTAGE	DESCRIPTION
	repairs in order to mitigate emergency conditions, minimize damage and ensure the health and safety of the building occupants in accordance with published guidelines and industry standards.
20%	Performs minor building construction and repair work by completing interior and exterior painting and assisting trades personnel with interior/exterior concrete surfaces, roofing, and furniture in order to maintain the reliability and long-term functionality of buildings and tenant spaces and ensure the health and safety of the building occupants in accordance with published guidelines, manufacturer's specifications and industry standards utilizing the appropriate hand and/or power tools.
10%	Monitors contracted work on building systems by inspecting work for quality, tracking warranties of all equipment, and updating work order tickets in Maximo and/or Microsoft Office in accordance with published guidelines and industry standards in order to review contracted services and operational equipment to ensure continuous and efficient operations of all building systems and equipment.
10%	Attends job-specific trainings in the handling of hazardous materials or other related topics, updates Injury and Illness Prevention (IIPP) plans and records, completes [insert type of report] 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%	Organizes, maintains, and reviews files and equipment listings on supplies, equipment, and tools in order to make recommendations on recurring maintenance, special repairs, and supply prices to ensure proper budget planning in accordance with DGS and Department of Finance guidelines.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assists supervisor in tracking and reporting completed work utilizing Maximo and Microsoft Word in order to communicate and facilitate building maintenance needs and take appropriate action in accordance with FMD guidelines. Attends on-going safety and other related training conducted locally.

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 a low-rise to high-rise public office building environment.
Work requires considerable physical work; climbing stairs and ladders, reaching, stretching, bending, stopping, kneeling, heavy lifting, moving, pushing or pulling required.
Works on elevated, high-reach areas using a vertical, motor-powered lift.
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 visual and/or auditory inspection of proper operation of machinery/equipment or auditory inspection of proper operating equipment.

☐ Current
☑ Proposed

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.
Wear unaltered FMD supplied shirts according to current uniform and safety requirements.
Wear safety equipment during work performance i.e. ear plugs, dust masks, eye goggles, face shield, latex gloves, cloth gloves, rubber boots or rain gear, aprons and back support.

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