STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

044-6712-004

Division: Administrative Services Division	**Classification Title**: 6712 Stationary Engineer
Branch: Facilities Operations Branch	**Working Title**: Stationary Engineer
Unit: Facilities Management	**Tenure/Timebase**: Permanent Fulltime
Position City: El Cerrito	**Position County**: Contra Costa County
Position Number: 044-6712-004	**CBID/Bargaining Unit**: R13
Conflict of Interest Classification: Yes This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 10/22/2026

Direction Statement and General Description of Duties: Under the supervision of the Chief Engineer II, HVAC Renovation and Building Operations Unit, the Stationary Engineer performs the following duties (All work will be performed to code, and all legally mandated asbestos-related procedures will be followed):

Percentage and Essential/Marginal Functions:

30%	**(E)** Performs monthly inspections of all heating and air conditioning equipment in Department of Motor Vehicles offices. Includes changing filters, belts, oil; charging refrigerant; making minor and major adjustments to equipment to maintain proper air

	flow and temperature control; replacing worn and defective parts as necessary; and purchasing necessary parts as needed to avoid service disruptions.
25%	**(E)** Performs minor and major preventative maintenance and repairs on all building mechanical systems, including hot water boilers; chillers; pumps valves, and piping; air handling units and packaged unit air conditioning units; heat exchangers; and building and equipment electrical components such as breakers, switches, contactors, motors, compressors and condensers. Duties also include wire lug tightening, replacing dampers, and taking air flow readings and making air flow adjustments. Troubleshoots systems both through BMS interface and directly at the equipment, using DDC controls such as Alerton, Trane Summit, Tracer 100, Reliable, and Tracer SC.
10%	**(E)** Writes correspondence and prepares reports, reconciles Cal Card purchases, monitors building operations remotely through DDC controls, attends training, and trains other engineers.
10%	**(E)** Performs minor electrical repairs, including replacing lights, light switches, and ballasts; installs electrical outlets; and rewires counters where wiring has deteriorated.
10%	**(M)** Performs minor plumbing work such as clearing clogged drains, replacing defective valves and other toilet parts, installing new faucet washers, and locating and repairing small water line breaks and leaks. Supervises repairs when a job is too time consuming, or the necessary equipment is not readily available.
10%	**(M)** Repairs and replaces worn and broken floor and ceiling tiles; repairs or replaces worn or defective locks; makes minor cement patches where there is immediate danger of injury; finds contractors, obtains bids, and completes paperwork for contracts.
5%	**(M)** Makes or supervises repairs and modifications to building equipment, and trains local managers on proper equipment operation and minor adjustments.

Supervision Received: Supervised by the Chief Engineer II, HVAC Renovation and Building Operations Unit.
Supervision Exercised and Staff Numbers: None
Physical Requirements: 50 % Travel Work involves exposure to dust, fumes and/or loud noises. Work environment involves exposure to extremes in temperature. Work environment involves working at heights. Work environment involves some exposure to hazards or physical risks. Must follow safety procedures to guard against burns, electric shock, noise, danger from moving parts, and exposure to hazardous materials such as chemicals. Various tasks may require wearing protective gear, including but not limited to goggles or safety glasses.
Special Requirements: CFC universal license is required Must Possess a valid California Drivers' License (Class C). Familiarity of DDC controls: Alerton, Tracer Summit, BMN.
Personal Contacts: Works daily with employees and managers within the Facilities Operations Branch, the department, other governmental agencies, and the public, in person, by telephone, email or mail.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE