State of California
California Department of Veterans Affairs

CALVET
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED	PLANT OPERATIONS	PLANT OPERATIONS	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
CHIEF OF PLANT OPERATION I	CHIEF OF PLANT OPERATION	578-124-6752-001

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - REDDING	MONDAY-FRIDAY 0800 - 1700	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	S12
	YES	E	

Under the direction of the Administrator, the Chief of Plant Operation I (CPO I) coordinates and supervises the work of skilled and semi-skilled employees in the daily maintenance activities for the Veterans Home. The CPO I understands and implements Federal and State laws, rules and codes; as well as facility policies as they relate to Building Maintenance, Fire and Life Safety and Facility Grounds. Related codes and regulations, include but are not limited to; the California Code of Regulations (CCR) - Title 8 (Industrial Relations), Title 17 (Public Health), Title 19 (Public Safety), Title 22 (Community Care Licensing), Title 24 (Building Standards); as well as National Fire Protection Association (NFPA), NFPA 101 Life Safety Code, the State Administrative Manual, Code of Federal Regulations (CFR) and United States Department of Veterans Affairs (USDVA) standards.

% of time performing duties	ESSENTIAL FUNCTIONS
35%	Supervise, direct, and assign Plant Operations and Grounds Maintenance staff in the proper operation and maintenance of facility systems and structures. Provide direct supervision and assistance to Plant Operations personnel who are responsible for the maintenance and repair of the electrical and mechanical building systems, refrigeration, heating and ventilation, plumbing, water and sewage; as well as the maintenance and repair of building fixtures and equipment. Inspect facility's buildings, structures, equipment, and grounds to determine condition and need for maintenance and repairs.
15%	Provide oversight and track projects performed by others and overseen by other State agencies; maintain blueprints and building records for the facility and construction projects.
10%	Prepare, justify, and estimate costs for major and minor capital outlay budget change proposals. Develop cost estimates for operation, maintenance, and repair work; approve purchase requisitions for supplies, tools, equipment, and materials.
10%	Develop scope of work and specifications for public works contracts for the maintenance and repairs of roofs, roads, power distribution systems, fire systems, and other building structures.
10%	Coordinate Plant Operations training and ensure safety program requirements are met. Participate and provide input to various facility committees including but not limited to Health and Safety, Infection Control, and Quality Assurance.

10%	Prepare reports; maintain records needed for regulatory agencies. Implement, manage or direct the management of the facility's energy management and recycling programs. Ensure annual compliance with State requirements for these programs and provide status updates to the Administration on an ongoing basis.
5%	Understand and demonstrate principles of personnel management and supervision. Evaluate employee performance and complete probationary reports, annual performance appraisals, and other documentation required. Take corrective action following progressive discipline policies when required.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.			X		
SITTING: Work station; meetings; training.			X		
STANDING: Copy documents; review records.		X			
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:				X	
LIFTING 25-50 LBS:		X			

FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.		X			
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.			X		
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.				X	
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The 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 employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**