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	
31404	Facilities Management Division (FMD)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Region IV, May Lee State Office Complex	651 Bannon Street, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Electrician II	308-190-6532-001	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; 8:00am - 4:30pm	P	
WORKING TITLE	TIMEBASE	
Electrician II	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 direction of the Chief Engineer II, the Electrician II in the Facilities Management Division (FMD), May Lee State Office Complex provides quality assurance/quality control (QA/QC) for the day to day operation, maintenance and repair of building electrical systems of State Owned and occupied buildings utilizing Maximo, Microsoft Office and Electrical tools 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
35%	Monitors and plans preventive maintenance, special requests and repairs related to electrical power systems performed for assigned buildings by generating and distributing work order tickets, preventive maintenance schedules and monthly reports utilizing Maximo, in order to estimate costs of and lay out plans for improvement project assignments, maintain current record of "as built by" plans and document changes per tenant improvements requests, and/or special repairs to ensure the proper functioning of the building electrical systems and the health and safety of both tenants and general public to ensure facilities and equipment are operational, clean, orderly, and safe in accordance with DGS policies and guidelines.

PERCENTAGE	DESCRIPTION
30%	Prepares, designs and creates shop drawings, plans and technical specifications of complex features of Building Electrical Systems by reviewing plans, electrical specifications Scope of Work (SOW) development and capital projects for biddability/buildability and construction overview in order to validate preventive maintenance has been performed on various switchgear, transformers, electrical distribution systems, and lighting systems by reviewing Maximo reports in the Computerized Maintenance Management System (CMMS) to ensure efficiency of electrical portion of heating, ventilating and air conditioning (HVAC) systems are maintained functional and reliable of all vital mechanical, electrical systems and uninterrupted building operations in accordance with DGS policies and guidelines.
15%	Prepares and reviews Energy Services Company (ESCO) Investment Grade Audits received from contractors via Microsoft Word and Excel by describing incomplete upgrade recommendations, incomplete replacements of whole system components and problematic installation recommendations to management in order to evaluate and eliminate tasks of work from ESCO contractors to ensure SOW for service contracts, electrical maintenance service contracts are completed in accordance with Statewide policies and procedures, DGS polices and guidelines and State Contracting Laws.
10%	Creates and completes Statewide status reports by using Microsoft Office and Maximo in order to track preventive maintenance, run reports, establish man hours needed for work orders, track progress of work tickets, write service requests, track equipment history and preventive maintenance completed, and provide reports to management to ensure work orders and maintenance requests are completed and submitted to management for approval in accordance with FMD procedures and policies.
5%	Develops and maintains best practice and procedures by using Microsoft Word in order to assist buildings with proper record keeping and setup of manuals to ensure permits, electrical inspections, testing and maintenance of building electrical infrastructure processes are tracked accordingly in accordance with DGS policies and guidelines.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Maintains professional and technical knowledge on electrical systems operations by establishing professional networking relationships, reviewing trade publications and attending workshops and training in order to remain updated on trade trends and information to ensure accurate information, processes and electrical solutions are applied.

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 low-rise to high-rise office-building environment.
Work involves exposure to unusual elements, such as extreme temperatures, high voltage moisture, dust, fumes, unpleasant odors, and loud noises.
Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic precautions.
May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
Work in any facility within the State locations.

☐ Current
☑ Proposed

Work will require travel and overnight stays in other locations within the State
May require the ability to work overtime.
May require working in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.
Work requires heavy physical work; heavy lifting, moving, pushing or pulling required of objects up to 50 pounds.
Requires CPR/AED/First Aid certification.

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