STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☑ Current ☐ Proposed

RPA NUMBER 31299	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Region III/ Franchise Tax Board	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 9645 Butterfield Way, Sacramento, CA, 95827	
CIVIL SERVICE CLASSIFICATION Chief Engineer I	POSITION NUMBER 308-066-6698-003	CBID R13
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☑ No	PROBATIONARY PERIOD ☑ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) MON-FRI/7:30AM-4:00PM	TENURE P	
WORKING TITLE Chief Engineer I	TIMEBASE 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 Chief Engineer I in the Facilities Management Division (FMD) Franchise Tax Board leads and provides a variety of skilled work in the operation, maintenance, repair of heating, engineering operations, special projects, repairs of the heating and electrical plant, other mechanical and power equipment within the State Building 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.

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

DMV Pull Notice
This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Drug Testing
This position requires drug screening clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Leads staff in the operation, maintenance, and repair of heating, ventilation, lighting, power, water, air conditioning (HVAC) and other building systems and equipment by performing inspection of all

PERCENTAGE	DESCRIPTION
	building systems and equipment, recording findings, instructing staff to perform or performing appropriate action on repairs, 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.
30%	Prioritizes and assigns staff to respond or responds directly 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 electrical doors, ordering parts and making recommendations on complex repairs in order to mitigate emergency conditions, minimize damage and ensure comfort and safety of tenants and staff.
10%	Monitors service contracts, warranties of all equipment and building permits following published guidelines and industry standards using Microsoft and/or Maximo and prepares written correspondence to contractors and prepares requisitions for fuel, equipment, and maintenance supplies in order to maintain 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.
5%	Maintains recordkeeping of evacuated refrigerants by providing the company name, location of appliances, type of refrigerant, date of recovery and the person to whom it was transferred in order to track the quantity of refrigerant recovered from all disposed appliances each calendar month using Excel 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.
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 the backup in the absence of the Chief Engineer II at any regional facility, as directed by FMD Manager, to ensure continuous and efficient operations of all building systems and equipment. Attends, leads, or instructs other FMD staff in on-going safety 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 low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment.
Work in an office environment/setting working with computers and software applications.

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 extreme temperatures, dust, fumes, unpleasant odors, and loud noises.
Work environment involved some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.
Work in public-accessed areas.
Work in noisy areas or with noisy equipment or machinery.
Work in any facility within the regional location.
May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
May require ability to work overtime.
Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.
Work in inclement weather including rain, heat and cold.
Sitting and typing at computer work station.
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