State of California
DUTY STATEMENT

California Department of State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#	C&P Analyst Approval	Date
	FA	11.9.2026

Employee Name	**Division** **Department of State Hospitals-Metropolitan**
Position No / Agency-Unit-Class-Serial 487-556-6940-004	**Unit** Plant Operations
Class Title Maintenance Mechanic	**Location** Plant Operations – Engineer Shop

SUBJECT TO CONFLICT OF INTEREST	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER
☐ Yes ☒ No	R12	2		

BRIEFLY (1 or 2 Sentences) **DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Chief Engineer II, the Maintenance Mechanic performs a variety of skilled work in the maintenance, alteration, addition and repair of buildings, mechanical systems, plumbing, and electrical systems of the Metropolitan State Hospital. Operates and maintains power tools, hand tools, shop and construction equipment as required to complete job assignments; may instruct, lead, or supervise clients/patients; and do other related work.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheets if necessary.)
	ESSENTIAL FUNCTIONS
30%	Under the direction of the Chief Engineer II, the Maintenance Mechanic performs a variety of skilled work in the maintenance, alteration, addition and repair of buildings, mechanical systems, plumbing, and electrical systems of the Metropolitan State Hospital. Operates and maintains power tools, hand tools, shop and construction equipment as required to complete job assignments; may instruct, lead or supervise clients/patients; and do other related work.
25%	Complete Work Orders assigned by the Chief Engineer II and fill out WebTMAs as required. Assist the Stationary Engineer during the repairs of Air Handler Units which includes but limited to zone dampers, chilled water and hot water valves, supply and return fans and motors and other related components related to space cooling. Assist the Stationary Engineer during the repair of Hot Water Hydronic System which includes but not limited to steam to water heat exchangers, steam traps, hydronic hot water pumps and all devices related to space heating system. Assist the Stationary Engineer during the repair of kitchen equipment in central and in satellite kitchens.
20%	Assist the electrician during troubleshooting and repair on electrical system in the buildings such as replacing conduits and running wires, replacing electrical outlets, replacing bad ballast and light bulbs, installing light fixtures and installations of electrical power lines to supply new equipment. Assist the Plumber I during the repair of any plumbing issues in all buildings such as repair and replacement of broken pipes, replacement of plumbing fixture in the rest rooms and during the clearing of the main drain system. Assist the Plumber I during the repair of any plumbing issues in all buildings such as repair and replacement of broken pipes, replacement of plumbing fixture in the rest rooms and during the clearing of the main drain system.
15%	Inspect and make repairs to roofs to correct leaks; submit reports of inspections and recommended repairs to the Chief Engineer II. Repair floor tile, linoleum and carpeting, repair lockers, closets and cabinets, bookcases, shelves, bulletin boards, special training devices, repair damage dry walls and plaster walls in the buildings.

10%	**MARGINAL FUNCTIONS** May instruct, lead, or supervise unskilled assistants. Keep track of time used and do work evaluations. All other duties and special projects assigned are consistent with this classification.
Other Information	**SUPERVISION RECEIVED** Under the direction of the Chief Engineer II. **SUPERVISION EXERCISED** N/A **KNOWLEDGE AND ABILITIES** **Knowledge of**: Principles, methods, materials, and equipment used in the identification, sampling and abatement of asbestos and Safety Orders of the Division of Industrial Safety dealing with asbestos. **Ability to:** Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification. **SPECIAL REQUIREMENT**. **REQUIRED COMPETENCIES** **PHYSICAL** The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 50 pounds, lifting and carrying up to 75 pounds, and repetitive fine motor and hand motion. **SAFETY** Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. **CULTURAL AWARENESS** Demonstrates awareness of multicultural issues in the workplace, which enables the employee to work effectively. **CPR** Maintains current certification **SITE SPECIFIC COMPETENCIES** • Interact successfully in a team environment.

- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to aggressive clientele and adversarial conditions.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

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LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General
The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)
Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL
Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

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. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.

The Department of State Hospitals provides support services to facilities operated within the Department. The required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without

	reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date