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 October 22, 2026	PLANT OPERATIONS	PLANT OPERATIONS	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
STATIONARY ENGINEER	STATIONARY ENGINEER	573-241-6712-007

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC – YOUNTVILLE	MONDAY-FRIDAY 7:00am – 3:30pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	No	2	R13

Under general direction of the Chief Engineer II (CE II), the Stationary Engineer performs a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems.

% of time performing duties	ESSENTIAL FUNCTIONS
30%	Operates and repairs building equipment and facility utilities such as boilers and auxiliary boiler room equipment, heating, lighting, ventilating, air conditioning power, refrigerating, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment, as generated by work orders and/or assigned by the Chief Engineer II. Performs routine preventative maintenance, to include all internal and external components, of building equipment, facility utilities and maintain and repair plumbing, water and sewer systems and perform minor building repair work, utilizing appropriate methods, and tools and materials.
30%	Conducts continuous watch of Fire Boiler Tube system to ensure proper temperatures and pressures are maintained at all times; performs routine maintenance of boilers, pumps, air compressors, chillers and other boiler room equipment to ensure operating conditions are maintained; performs routine water testing as necessary to maintain conductivity levels; conducts hourly readings of temperatures, pressures and boiler outputs and completes required logs to ensure proper documentation is maintained and on file.
20%	Performs inspections and troubleshoots electrical and mechanical systems and equipment to identify repairs needed; prepares and keeps accurate records and reports, such as meter readings, fuel usage, steam output and peak steam load.
15%	Plans layouts and estimates costs of electrical, mechanical, and electronic systems; requisitions parts, supplies and equipment; calculates systems requirements to provide estimates for modification or replacement of systems; provides work order status on a monthly basis or as requested.
	Working overtime and driving are essential functions of this position.
	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.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: Prepare various forms; read plans and blueprints; proofread documents; interact with Home Members and staff.					X
HEARING: Answer telephone/radio; communicate with department staff, provide verbal information, listen for equipment noise.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Around jobsite; jobsite to jobsite; inspections.				X	
SITTING: Work station; meetings; training.		X			
STANDING: Meetings; project work.				X	
BALANCING: Ladder; lifts; roofs.			X		
CONCENTRATING: Assess and resolve maintenance needs; review contracts; update records and logs.					X
COMPREHENSION: Understand needs of callers; home members and staff; maintenance processes and procedures. Understand content of 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: Ladder.		X			
CARRYING: Tools; parts; supplies.				X	
CLIMBING: Ladder; roofs; stairs.		X			
BENDING AT WAIST: Projects; inspections.			X		
KNEELING: Projects; to test; inspections.		X			
PUSHING OR PULLING: Carts.			X		
HANDLING: Tools; equipment.					X
DRIVING: Truck; cart; forklift.		X			

OPERATING EQUIPMENT: Drills; saws; motors; etc.			X		
WORKING INDOORS: Inside buildings; shops; mechanical rooms; and offices.				X	
WORKING OUTDOORS: Outside buildings and shops.					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		
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**

REV.
10/2026