

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS
NAPA STATE HOSPITAL**

JOB CLASSIFICATION: CHIEF ENGINEER II

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under direction, to supervise the operation, maintenance, and repair of the heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants and other mechanical and power equipment in a group of State Buildings or large institution; and, to do other related work.

25 % Supervises the operation and maintenance of the Hospital's Utilities including Domestic Water, Domestic Hot Water, Refrigeration Systems, Electrical Distribution, Electrical Generation, Emergency Generator Systems, Steam Production, Steam Distribution System, Natural Gas, Sanitary Sewer, Storm Drain, Elevators, Fire Alarms, Personal Alarms, Nurses Call System, Fuel Oil, HVAC, Oxygen, and Medical Vacuum.

25 % Oversees supervision of the Machine Shop, Central Plant, Fabrication Shop, and Electrical Shop.

20% Complies with legal mandates which govern Hospital operations. Ensures the hospital meets the system-wide expectations and requirements of the Civil Rights of Institutionalized Persons Act (CRIPA) and the United States Department of Justice (USDOJ).

10 % Administers the Apprentice Training Program; prepares job performance reports; interviews candidates for employment; and, oversees contracts and special repairs.

10 % Prepares Major Capital Outlay Projects, Minor Capital Outlay Projects, Special Repair Projects, and Contracts.

10 % Oversees the supervision and maintenance of the Co-Generation Plant.

0 % **SITE SPECIFIC DUTIES**
None.

0 % **TECHNICAL PROFICIENCY**
None.

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2. SUPERVISION RECEIVED

The Chief Engineer II functions under the direction of the Chief of Plant Operations I.

3. SUPERVISION EXERCISED

The Chief Engineer II directly supervises Electrician Supervisor, Chief Engineer I, Stationary Engineers, and Utility Shops Supervisors.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Heating, ventilating, refrigeration, and air-conditioning systems, and the methods, materials, and tools used in their operation, maintenance, and repair; electrical, water, sewage, elevator, and other mechanical systems, and methods, materials, and tools used in their operation, maintenance, and repair; Safety Orders of the California Division of Industrial Safety applying to heating, electrical, and other related mechanical equipment; analysis and treatment of boiler feed water; principles of effective supervision; department's Equal Employment Opportunity (EEO) Program objectives; and, a supervisor's role in the EEO Program and the processes available to meet EEO objectives.

ABILITY TO:

Read and write English at a level required for successful job performance; direct the work of installing, operating, and maintaining heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants and other mechanical systems; read, interpret, and work from plans, drawings, and specifications; keep accurate records and prepare reports; think and act quickly in emergencies; plan and direct the work of skilled craftsmen and semiskilled workers; and, effectively contribute to the department's EEO objectives.

5. REQUIRED COMPETENCIES

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 to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

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6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = D

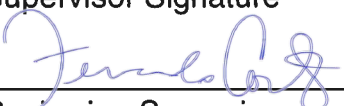
The employee is required to keep current with the completion of all required training.

8. 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, and the public; and,
- comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. 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 are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
 _____ Reviewing Supervisor Signature	<u>Fernando Cortez</u> _____ Print Name	<u>3/7/23</u> _____ Date