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|  | Current Duty Statement |
|  | Proposed Duty Statement |

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| Position Classification | Maintenance Mechanic |
| Position Number | 006-301-6940-132 |
| Supervisor’s Name | 1LT Sawtelle |
| Unit/Section/Division: | J9-Facilities and Infrastructure/Area 1 |
| Location (complete address) | 3025 South St, Redding, CA 96001 |
| Work Hours | 8:00 AM – 5:00 PM |
| Date Created/Updated | January 10, 2024 |
| Vacant/Current Incumbent | Vacant |
| Effective Date (Start date) | TBD |
| As an employee of the CA Military Department (CMD), you are required to perform the “essential functions” of the job, with or without reasonable accommodation. You are expected to work cooperatively with all internal/external staff, to provide the highest level of customer service possible while meeting the CMD mission.  All employees are required to treat others fairly, honestly, and with respect. | |
| **Position Identification:** Briefly (1 or 2 sentences) describe the position’s organizational setting and major functions. Provide a brief one or two sentence paragraph that provides the reporting level of supervision, supervisor classification, and an overview of the duties. | |
| The J9 Facilities and Infrastructure, Area 1 Coordinator’s Office, is responsible for all facets of the California Military Department (CMD) facilities maintenance and minor Sustainment, Renovation, and Modernization (SRM) projects within the Northern California counties that the office covers: Shasta, Siskiyou, Tehama, Humboldt, Lassen, Butte, Sutter, Placer, El Dorado, Sacramento, Solano, Yolo, Sonoma, Marin, and Contra Costa counties. | |

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| % 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 same percentage with the highest percentage first. Use additional sheet if necessary. |
| **Essential Functions:** Essential and Marginal functions “should” be no more than 40% and no less than 5%. The total percentage of all functions must equal 100%.Task statements listed from highest to lowest. | |
| **Essential Functions:** | |
| 40% | * Maintains plumbing, heating boilers and high-pressure gas systems, and various electrical, water, and sewage systems. * Performs cyclic maintenance and repairs of plumbing, heating, water lines, and air conditioning systems (not including any refrigerant gases). * Clears clogged sewer lines, maintenance of sewage systems, and associated plumbing and fixtures. * Performs miscellaneous minor building construction and repair work. * Performs electrical maintenance and repair work. * Repairs shop equipment and small engine repairs. |
| 25% | * Required to remodel, and refurbish areas as needed. * Repair, maintain/monitor all equipment and amenities, maintain exterior property including repairing or replacing sprinklers. * Change light bulbs and ballast, filters on HVAC systems. * Remove and replace toilets and urinals. |
| 20% | * Administrative requirements include requisitions of parts, supplies, and equipment. * Obtain competitive pricing as needed. * Document work performed and preventative maintenance programs on work orders. * Keeps tools and equipment in good working condition. * Keeps records and prepares reports as requested. |
| 10% | * Performs scheduled inspections and completes checklists of facility maintenance, repair, and construction activities. * Performs scheduled inspections of water pipelines and meters. |
| **Non-Essential/Marginal Functions:** | |
| 5% | * Other duties as assigned. |
| Knowledge, Skills, and Abilities (Please copy and paste directly from the Job Specification) Note: You cannot add to the Knowledge and Abilities (KSAs); however, you may delete KSAs that do not apply to the position. | |
| **Knowledge, Skills, and Abilities:**  **Knowledge of:**  Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.  **Skills:** N/A    **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. | |
| **Job Requirements:**   * Possess a valid California class C driver license. * Significant local travel (up to 300 miles) operating a government vehicle to visit facilities to perform work. | |
| **Desirable Qualifications:**   * Desired experience working with work order systems such as Legacy, Web Works, Azzier, etc. * Intermediate computer knowledge including typing, utilizing search engines, and operating Microsoft Office software including Outlook, Word, and Excel. * May be trained in light equipment operation not requiring special certification. | |
| **Interpersonal Skills:**   * Superior mechanical ability. * Accuracy and thoroughness in performance of tasks * Ability to work in harmony with others in a professional manner. * Proactive and work independently. | |
| **Work Environment, Physical or Mental Abilities Required to Perform the Duties: (Completion required)** *The following are samples of work environment, physical or mental abilities verbiage. Similar tasks should be grouped together.* | |
| **Work Environment/Conditions:**   * Working both indoors and outdoors is common. * Duties may have to be completed during inclement weather conditions and employees may be required to remain overnight when necessary. * Office space will be provided for administrative requirements. * Involve exposure to usual building construction hazards such as paint, nails, dust, and debris. | |
| **Physical/Mental Abilities:**   * Ability to sit or stand for long periods. * Ability to lift or carry boxes, tools, equipment, etc. up to 50 pounds. * Ability to reach, turn, and kneel. | |
| **Equipment Used:**   * Tools, materials, and equipment used in the operation, maintenance and repair of those actions identified in essential functions. * Government vehicles, scissor lifts, telephones, cell phones, tablets, calculators, computers, facsimiles, and copiers. | |

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| **Supervisor Statement*:***  *I have discussed the duties of the position with the employee and have provided a copy of the duty statement to him/her.* | | |
| supervisor name (print) | supervisor signature | date |
| **Certification of Employee:**  The statements contained in this duty statement reflect general duties as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.  *Note –* If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.  *I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above (check one)*   ***with or*  *without*** *reasonable accommodation.*  *I have read and discussed these duties with my supervisor:* | | |
| employee name (print) | employee signature | date |