

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 573-241-6695-003	Date:
Class: Chief Engineer II	Name:
<p>Under the direction of the Chief Of Plant Operations III the Chief Engineer II supervises Plant Operations staff and others in the operation, maintenance, and repair of the heating and electrical plant and other mechanical and power equipment to support the Veterans Home.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	<p>Plan, assign, and supervise the work of skilled and semiskilled workers in the operation, maintenance, and repair of heating, ventilating, air conditioning, water and gas lines, electrical, mechanical, controls, building automation, energy management, fire, life and safety and related systems. Generate, distribute, and monitor work order tickets using computer based system and file management. Manage special repairs and special projects related to building operations and maintenance from initiation to completion. Provide weekly reports to the Chief of Plant Operations.</p>
15%	<p>Prepare requisitions including quotes and proposals for materials, parts, and additional labor necessary for the repair and maintenance of the facilities heating, ventilation, air conditioning, water and gas lines, electrical, controls, building automation, energy management, fire, life and safety and related systems. Provide assistance in the preparation of contracts, including proposals related to the operations and maintenance of the facility. Prepare reports related to equipment operation, maintenance of the facility, and service and maintenance record keeping in support of on-going operations and up-keep of the Veterans Home.</p>
15%	<p>Provide leadership and direction to Plant Operations staff. Conduct regular staff/unit meetings and/or 1:1s. Assess employee performance and complete all annual performance evaluations/probationary reports timely. Successfully complete all mandatory supervisory training/Relias training on a timely basis. Participate on examination and hiring interview panels. Select and train staff. Perform special projects as requested by the Chief of Plant Operations III (CPO III).</p>
15%	<p>Promote and enforce safety rules and regulations including but not limited to California Code of Regulations (CCR) Title 8 (Industrial Relations) CCR Title 19 (Public Safety) and National Fire Protection Associate 101 Life Safety Code. Ensure that facilities, equipment room, work areas, equipment and tools are operational, clean, orderly and safe.</p>
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the Home to various units.					X
SITTING: Work station; meetings; training.			X		
STANDING: Monitor equipment function, assess equipment and structure status.				X	
BALANCING:				X	
CONCENTRATING: Prepare reports and purchase orders, review blueprints, work plans, and work orders. Instruct and train staff.					X
COMPREHENSION: Understand employee needs as it relates to personnel; laws, rules, regulations; policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of teamwork.					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, computer keyboard, and operate small hand tools.					X
REACHING: Answer telephone; use a mouse; perform repairs.				X	
CARRYING: Transport documents and tools.					X
CLIMBING: Ladders; Stairs.				X	
BENDING AT WAIST: Use copier; assess and perform repairs				X	
KNEELING: Assess and perform repairs.				X	
PUSHING OR PULLING: Assess and perform repairs					X
HANDLING: Sort paperwork; tools.					X
DRIVING: Facility Fleet		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine; specialized equipment.				X	
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.				X	
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____