

**DUTY STATEMENT**

Employee Name:	Position Number: 580-131-6695-909
Classification: Chief Engineer II	Tenure/Time Base: Permanent / Full-Time
Working Title: Projects and Field Chief Engineer	Work Location: 850 Marina Bay Pkwy., Richmond, CA 94804
Collective Bargaining Unit: S13	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Facilities Management Section / Engineering Section / Engineering - Unit A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### **Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### **Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by supervising the operation, maintenance, and repair of all buildings and infrastructure for the Richmond Campus facility. The Chief Engineer II (CE II) supervises a staff of Stationary Engineers (SE).

Under the direction of the Chief of Plant Operations (CPO) III, The CE II will work with a concentration on the Corrective and Preventative maintenance of the Heating, Ventilation, and Air Conditioning (HVAC) and Lab renovation projects for the Richmond Campus. The incumbent plans and oversees the operations of the HVAC Renovation and Building Operations Unit. Duties and responsibilities include planning, directing, and organizing the activities of the unit staff and assisting the CPO III and

Section Chief with Lab specific projects and renovations.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Chlorofluorocarbon (CFC) Certification
- Other:

### Essential Functions (including percentage of time)

- 35% Provide oversight, program development, and management for the HVAC systems and other Building Operations. Monitor and document staff projects such as preventative maintenance tasks, scheduled repairs, and expedited or emergency repairs to building HVAC, Lighting, Electrical, and other building systems. Create plans and submit funding requests to update building management systems, controls, HVAC equipment and software. Review and approve justifications for service order and contracts requested by staff and work with the contract office staff and management to resolve difficult and sensitive public works contracts and procurement issues. Monitor and audit invoicing and payments and tracking expenditures for contract work from contractors and develop processes to ensure staff compliance with approval issues on timely basis. Manages a staff of engineers responsible for the following: Corrective and Preventative maintenance of all laboratory and office buildings. Review and direct staff related to the maintenance of equipment, work orders generated from the Maximo system and work on corrective service requests to ensure that all health and safety corrective actions are completed.
- 25% Supervising a staff of skilled engineers on the monthly, quarterly and annual maintenance on the following equipment: steam boilers, heating/hot water boilers, Deaerator (DA) tank, Reagent water systems, Domestic and Industrial hot water boilers, heating hot water boilers, York centrifugal Chillers, all Elevators (19 total), including the Department of Industrial Relations annual elevator inspections, Direct Digital Control (DDC) system (Syserco), Crane (when needed), Emergency Generators (4), Staff uniforms, Fire Life Safety system including pre-action fire alarm system, and a sterilizer contract which involves approximately 40 different unit sterilizers and glass washers. Responsible for directing the analysis of boiler feed water samples, cooling tower and other closed-loop chemical treatment and determines water treatment needed in coordination with the chemical engineer from the contract supplier. Maintains all critical logs and reports in this regard
- 20% Provide technical knowledge and assistance; ensure staff receive all required training. Ensure the unit's compliance with statutory and regulatory requirements. Ensure availability and use of required tools, protective clothing, and equipment. Aid and oversight of engineering services. Responsible for assigning, maintaining, and processing work tasks for the Department's preventative maintenance program (Maximo Enterprise System). Ensures that work assignments are completed on a timely basis and by the established due date. Ensures that supplies and materials are ordered and accounted for, and that accurate data is entered onto the work task sheets and forwarded to the CPO III

- 10% Ensures that monthly time sheets, time off requests & overtime paperwork within their team are entered into CDPH Tempo Timekeeping system and approve or deny. Reviews each employee’s leave balances for accuracy and approves requests in a timely manner. Evaluates performance of subordinate staff and submits Annual Performance Evaluations, Individual Development Plans, and Probation reports to Human Resources Division in a timely manner. Maintains each employee’s internal supervisory file and ensures all required documents are kept up to date including, but not limited to, personnel records, correspondences, informal discussions, trainings, certifications, etc. Conducts staff safety training regularly to ensure compliance with Injury & Illness Prevention Program and CalOSHA guidelines for the safe operation of all system equipment and to ensure all staff work is performed safely and efficiently
- 5% Takes part in monthly safety inspections as part of the Health & Safety Inspection team, by inspecting the assigned laboratory program, assisting in the preparation of the deficiency report, and submitting it to the CPO III within one week of the inspection date.

**Marginal Functions (including percentage of time)**

5% Performs other duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: Skip Thomas  
 Date: 06/07/2024