



## DUTY STATEMENT

<input type="checkbox"/>	Current
<input type="checkbox"/>	Proposed

<b>Position Classification:</b> Chief Engineer II	<b>Working Title:</b> Chief Engineer II
<b>Position Number:</b> 006-675-6695-671	<b>CBID:</b> S13
<b>Work Week Group:</b> 2	<b>Work Hours:</b> Monday – Friday; 7:00am – 3:30pm
<b>Command/Directorate/Unit:</b> DPW / Utilities Section	<b>Physical Work Location:</b> Utilities Section Bldg. 3024, Camp Roberts, CA 93451
<b>Supervisor Name:</b> Vince Hindley	<b>Supervisor Classification/Rank:</b> Chief of Plant Operations II
<b>Current Incumbent:</b> Vacant	<b>Effective Date:</b> TBD
<b>Position Requirements:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Conflict of Interest Filer (Form 700)  <input checked="" type="checkbox"/> California Driver's License                <input type="checkbox"/> Class A   <input type="checkbox"/> Class B   <input checked="" type="checkbox"/> Class C  <input type="checkbox"/> Class C w/Endorsement: _____         </div> <div style="width: 45%;"> <input type="checkbox"/> Travel to Multiple Locations  <input type="checkbox"/> Other (Specify): _____         </div> </div>	
<p>As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.</p>	
<b>Position Identification:</b> Under Direction of the Department Public Works (DPW) Chief of Plant Operations II, the Chief Engineer II supervises staff in the day-to-day operations, maintenance, and repair of the heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants and other mechanical and power equipment of state use buildings.	
<b>Essential Functions:</b>	
35%	<ul style="list-style-type: none"> <li>Arrange and supervise the workload of Stationary Engineers, Maintenance Mechanics, and Wastewater/Potable Water Operators, in accordance with guidelines of DPW.</li> <li>Attend all staff and safety meetings.</li> <li>Maintain and repair building systems, following published guidelines and published industry standards American Society of Heating, Refrigeration and Air Conditioning Engineers, Institute of Electrical and Electronic Engineers (IEEE), National Energy Institute (NEI).</li> <li>Prepare requisitions for supplies, parts, and additional labor necessary for the repair and maintenance of the facilities heating, ventilation, air conditioning, wastewater plant, and well houses.</li> <li>Act as the Environmental Performance Assessment System (EPAS) and Environmental Compliance Officer (ECO) within the dept.</li> </ul>
35%	<ul style="list-style-type: none"> <li>Assign work orders and evaluate work in the operation maintenance, and repair of the facilities.</li> <li>Complete work orders in Azziers program daily and turn in to be closed by work order desk personnel.</li> <li>Create work orders as needed.</li> <li>Draft scope of work for service contracts related to the Utilities Maintenance Shop.</li> <li>Perform duties as Contract Manager for service contracts.</li> <li>Establish performance expectations and requirements, completing timely performance evaluations, providing training opportunities.</li> </ul>

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	<ul style="list-style-type: none"> <li>Grant or deny subordinate staff request for time off or requests to work overtime.</li> <li>Ensure subordinate staff have sufficient leave credits available for requested leave.</li> <li>Prepare and Maintain reports/records needed for regulatory agencies.</li> <li>Implement and manage facility programs to ensure annual compliance with state requirements.</li> </ul>
20%	<ul style="list-style-type: none"> <li>Maintain professional and technical knowledge by continuing review of trade publication, establishing professional networking, participation in related professional organizations.</li> <li>Remain updated with the latest trade trends and information through training, workshops, and research.</li> <li>Maintain professional and ethical work standards by attending DPW sponsored sexual harassment, cultural diversity, workplace violence training.</li> <li>Direct staff in accordance with established Equal Employment Opportunity and personnel policies, rules and regulations.</li> <li>Prepare employee's monthly timesheets.</li> </ul>
5%	<ul style="list-style-type: none"> <li>Maintain open communication with all Camp Roberts disciplines.</li> <li>Maintain a high professional standard of performance and conduct consistent with DPW policies.</li> <li>Provide an overview to all new employees within the Utilities Shops of duties and responsibilities, acts as a liaison between the departments.</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>
<b>Knowledge, Skills, and Abilities:</b>	
<p>Knowledge of:            Heating, ventilating, refrigeration, and air- conditioning systems, and 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 Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p>	
Skills:	
<p>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; effectively contribute to the department's affirmative action objectives.</p>	
<b>Required Qualifications:</b>	
<ul style="list-style-type: none"> <li>Required to possess and maintain a valid California Driver's License, Class C for travel.</li> </ul>	
<b>Desirable Qualifications:</b>	
<ul style="list-style-type: none"> <li>Education equivalent to completion of High School.</li> <li>Energy Management Systems principles and applications.</li> <li>Understand oral and written instructions.</li> <li>Analyze potential emergency situations accurately and adopt an effective course of action.</li> <li>Maintain records and written reports.</li> <li>Willingness to work at other than regular shifts and extended hours if necessary.</li> </ul>	

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<ul style="list-style-type: none"><li>• Ability to be professional and courteous to all staff.</li></ul>
<b>Interpersonal Skills:</b> <ul style="list-style-type: none"><li>• Accuracy and thoroughness in performance of duties.</li><li>• Good record of attendance and punctuality.</li><li>• Ability to work independently or in a team environment.</li><li>• Ability to focus and good attention to detail.</li></ul>
<b>Work Environment:</b> <ul style="list-style-type: none"><li>• Emergency situations requiring constant awareness of surroundings</li><li>• Exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.</li><li>• Exposure to hazardous chemicals or physical risks which require following basic safety precautions. OSHA required.</li><li>• Work in public-accessed areas.</li><li>• Work in noisy areas or with noisy equipment or machinery.</li><li>• Work in any facility within regional location.</li><li>• May require ability to work overtime.</li><li>• Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.</li><li>• Work in inclement weather including rain, heat and cold.</li></ul>
<b>Physical/Mental Abilities:</b> <ul style="list-style-type: none"><li>• Ability to stand, walk extended distances, bend, stoop, kneel, crawl, or squat while performing duties.</li><li>• Repetitively grip, grasp, and manipulate hand movement while using tools, or power equipment applicable to job being performed.</li><li>• Climb stairs or ladders, use power and noise producing tools or equipment climbing a ladder or operating a lift.</li><li>• Considerable physical activity that requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds.</li><li>• Wear safety equipment during the performance of duties, i.e., ear plugs, safety goggles, dust masks, cloth gloves, rubber boots, rain gear, or back support.</li><li>• Ability to properly operate machines and equipment.</li><li>• Understand and follow safety procedures.</li><li>• Read, follow, understand and enforce policy and procedures.</li><li>• Provide Verbal and written direction.</li><li>• Ability to resolve conflict with staff professionally.</li><li>• Ability to read and understand instructions on manufacture's label for use of products.</li><li>• Ability to do simple math.</li><li>• Apply common sense in personal safety and safety of equipment being used in the performance of duties.</li></ul>
<b>Equipment Used:</b> <ul style="list-style-type: none"><li>• Utility Vehicle.</li><li>• Mobile Radio.</li><li>• Computer.</li><li>• Copier/Scanner/Fax Machine.</li><li>• Cell Phone and/or Landline Phone.</li></ul>

**Duty Statement**

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**Employee Certification:**

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

<b>Employee Name</b> (Print)	<b>Signature</b>	<b>Date</b>
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**Supervisor Statement:**

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

<b>Supervisor Name</b> (Print)	<b>Signature</b>	<b>Date</b>
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**State Personnel Office Use Only**

State Personnel Certification: Approved

<b>C&amp;P Analyst Name</b> (Print) Samuel Flores	<b>Signature</b>	<b>Date</b>
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