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Civil Engineering

CIVIL ENGINEERING MANAGEMENT AND ORGANIZATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The purpose of this instruction is to provide an explanation of the Facilities Operation and Maintenance Agreement and how it applies to the upkeep of California Air National Guard Bases and Stations using State Civil Service Personnel.

SUMMARY OF REVISIONS

This revision makes minor changes in some position titles and referenced directives.

1.1. General. For the purpose of this regulation, the Air/Station Commander, acting in the capacity as Chairman of the Base Facilities Board, is responsible for the effective management and control of installation matters pertaining to the Civil Engineering Function.

1.2. Responsibilities of the Base Civil Engineer. The Base Civil Engineer, as a Staff Officer of the Air/Station Commander and a permanent member of the Base Facilities Board, shall plan, supervise and coordinate all activities relating to Civil Engineering activities, in accordance with the following:

1.2.1. Perform those duties and functions as specified in Position Description F9569000 as found in the Human Resources Office.

1.2.2. Perform those duties and functions listed in regulations and directives issued by the Military Department.

1.2.3. Perform those duties and functions as directed by the Base Facilities Board.

1.3. Day-to-Day Operation. The operation and maintenance of the installation shall normally be accomplished through the provisions of a Facilities Operation and Maintenance Agreement (FOMA). This FOMA is executed annually for all ANG installations by the State Headquarters with a copy furnished to each Base Engineer/Station Commander. The FOMA is an agreement between the State of California and the Federal Government, wherein the Federal Government reimburses the State for certain reasonable expenses incurred in providing services and maintenance to facilities of the Air National Guard. Assuming adequate Federal reimbursement funds are available, the State appropriates funds for the support of the operation and maintenance of the facilities at a level necessary to meet current and projected requirements. The State appropriations set forth in the State budget then become the controlling factor for the operation and maintenance programs for each installation. It is recognized by both the State and Federal Governments, that the State appropriations for support of the operation and maintenance program will not completely support all of the known requirements included within the program. Because of this fact, the Federal Government provides assistance for additional program requirements. This assistance, and the method/format for requesting it, is specified in NGR(AF) 86-1, Policies and Procedures. This additional assistance shall not be construed as relieving the Base Engineer of responsibilities associated with the functions listed above or the requirement to support the complete operation and maintenance program for the installation(s).

1.4. Manning Policy. Normally, operation and maintenance personnel for the Civil Engineering function are obtained through established State Civil Service classifications. The State Civil Service personnel structure and required workload at each installation is reviewed by all of the regular state fiscal and personnel agencies, the same as any other state supported institution. The workload must be substantiated in terms of man-hours necessary to satisfy work requirements where possible. Manpower requirements shall be developed by the affected installation in coordination with the Military Department (ANG/CE).

1.5. State Civil Service Personnel. The basic mission of State Civil Service personnel assigned to an installation is the accomplishment of an effective and comprehensive maintenance program. The diversion of State Civil Service personnel to functions or programs not related to the operation and maintenance program as defined by ANGR 85-1, Resources and Work Force Management, shall not be authorized. All State Civil Service personnel are considered to be under the direct jurisdiction of the Base Civil Engineer, through the Facility Manager, (Station Commander at Communications Sites), who in turn reports directly to the State Staff Civil Engineering Officer in all state employee matters. The Base Engineer is responsible for the supervision and coordination of the duties of these personnel, subject to the following:

1.5.1 Rules and regulations as issued by the State Personnel Board, Department of Personnel Administration and appropriate collective bargaining contracts.

1.5.2. Regulations and directives issued by the Military Department.

1.5.3. Regulations and directives issued by the applicable installation.

1.6. Duties of State Civil Service Personnel. The Base Civil Engineer (Station Commander at Communication Sites) will schedule the workload at the base so that State Civil Service employees will not normally be required to perform duties beyond or outside their position classification. Civil Service employees shall not normally be expected to perform duties in excess of forty hours

per week. Individual job descriptions and expected duties will be prepared by the Base Civil Engineer (station commander at communication sites) for each authorized position and generally in accordance with the following:

1.6.1. Perform such duties as may be required by the State Civil Service Classification Specification.

1.6.2. Perform such duties as directed by the Military Department.

1.6.3. Perform such duties as directed by the Base Civil Engineer (Station Commander at Communication Sites), as may be within the position description of the personnel concerned, and particularly those duties that are normally expected of the position and as have been confirmed by custom and practice, even if not specifically specified in the job description; perform all duties that are within their position description without direction, if required for the care, protection, and management of the base.

1.6.3.1. Armory Custodian I.

1.6.3.1.1. Definition of Duties: Under direction, either (1) to perform independently the janitorial, security, and general maintenance work in a facility of the California ANG, or (2) during an assigned shift to assist in the care and maintenance of a larger ANG facility; and to do other work, as required.

1.6.3.1.2. Sample Duties: Cares for the property, equipment, and grounds of a California ANG facility; stores, safeguards, and keeps records of state property; prepares building and grounds for drills, schools, and other private and public functions; makes simple repairs required in the upkeep of buildings, such as replacing windows, fixing leaky faucets, minor painting, and replacing light switches; uses high ladders to change light bulbs and wash windows, uses hand tools, performs miscellaneous janitorial tasks, such as sweeping, dusting, washing windows, polishing floors, and emptying waste baskets; mows lawns and prunes shrubs, plants and cultivates flowers and does other miscellaneous gardening and laboring work; acts as watchman; directs visitors about the facility; prepares reports of work done.

1.6.3.2. Armory Custodian II.

1.6.3.2.1. Definition of Duties: Under direction, to lead and work with approximately one to three full-time employees engaged in janitorial, security, and

general maintenance work in a facility of the California ANG; and to do other work, as required.

1.6.3.3. **Custodian III.**

1.6.3.3.1. Definition of Duties: Under direction, to supervise and work with approximately four or more full-time employees engaged in janitorial, groundskeeping, and general maintenance work in a facility of the California ANG; and to do other work, as required.

1.6.3.3.2. Sample Duties: Cares for property, equipment, and grounds of a large California ANG facility; supervises and works with subordinate helpers in minor maintenance and janitorial work; supervises the preparation of buildings and grounds for drills, schools, and other private and public functions; supervises the storing, safeguarding, and keeping of records of state property; supervises and makes simple repairs required in the upkeep of buildings, such as: replacing windows, fixing leaky faucets, minor painting, and replacing light switches; uses high ladders to change light bulbs and wash tasks, such as sweeping, dusting, washing windows, polishing floors, and emptying waste baskets; supervises and participates in the care of lawns; flowers, and shrubs, acts as watchman, directs visitors about the facility; prepares reports of work done.

1.6.3.4. **Building Maintenance Worker.**

1.6.3.4.1. Definition of Duties: Under direction, to do miscellaneous semiskilled maintenance and repair work alone or working with others; and to do other work, as required.

1.6.3.4.2. Sample Duties: Makes minor adjustments and repairs to building fixtures and equipment; cleans and repairs gutters and drains; replaces broken glass and makes roofing repairs; replaces fluorescent starters and ballast's; replaces burned-out obstruction, ceiling, and floodlights in high places; makes adjustments and repairs to power mowers, polishing machines, fuel pumps, and other mechanical equipment; makes minor adjustments, alterations, and repairs to electrical and plumbing equipment; estimates material required and makes reports of work done.

1.6.3.5. **Carpenter.**

1.6.3.5.1. Definition of Duties: Under direction, to do skilled carpentry work; and to do other related work, as required.

1.6.3.5.2. Sample Duties: Erects, maintains and repairs various types of buildings, sheds, scaffolds, forms, frames, fences, and other structures; builds and repairs bridges and culverts; makes and installs lockers, shelves, doors, and window frames; keeps tools, materials, and equipment in good condition; makes rough sketches and estimates the cost of new structures and repair work; advises in the selection of building materials; keeps simple records and makes reports, consults with other tradesmen; instructs and leads unskilled and semiskilled assistants.

1.6.3.6. **Electrician I.**

1.6.3.6.1. Definition of Duties: Under direction to do skilled electrician work alone or assisted by others, and to do other work, as required.

1.6.3.6.2. Sample Duties: Install transmission lines for electrical equipment; assemble, install, and repair electric lights, motors, heaters, generators, transformers, switchboards, and other electrical apparatus; troubleshoot electrical systems; operate electrical power generating plants; maintain an electric shop; operate electrical equipment; advise in the selection of electrical equipment; consult and work with other tradespeople; make rough sketches and estimate the cost of minor electrical installations; keep simple records and make reports; prepare lists of materials and supplies; estimate the cost of and lay out a job; instruct and lead unskilled assistants.

1.6.3.7. **Groundskeeper.**

1.6.3.7.1. Definition of Duties: Under supervision, perform gardening and general grounds maintenance work, and to do other work as required.

1.6.3.7.2. Sample Duties: Plant, cultivate, water, and spray ornamental plants, shrubs, hedges, trees, and flowers, and propagate cuttings; plant and care for lawns; maintain plants along highways and in semiarid regions; rake leaves, hoe weeds, and perform general grounds maintenance work; prepare and treat soils for planting, spade and fertilize flower beds, and set out plants; keep grounds clean and orderly; maintain sprinkling systems, hoses, tools, supplies, and equipment in safe operating condition and repair; trim trees, hedges, and shrubs and erect tree supports; general laboring tasks related to grounds and garden maintenance work.

1.6.3.8. Janitor.

1.6.3.8.1. Definition of Duties: Under supervision, to keep an assigned office or building space clean and orderly; and to do other work, as required.

1.6.3.8.2. Sample Duties: Sweeps, scrubs, waxes, and oils floors; dusts and polishes furniture and woodwork; empties and cleans waste receptacles, washes windows and walls; polishes metal work, assists in moving and arranging office furniture and equipment; turns out lights and locks doors and windows; takes care of equipment and materials used in the work; and to do other janitorial tasks, as required.

1.6.3.9. Maintenance Mechanic.

1.6.3.9.1. Definition of Duties: Under direction, to perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems; and to do other work, as required.

1.6.3.9.2. Sample Duties: Inspects, maintains, and repairs plumbing, heating, water, and sewer systems; does electrical maintenance and repair work; repairs shop and maintenance equipment; does miscellaneous minor building construction and repair work; does miscellaneous interior and exterior painting; refinishes furniture, estimates and requisitions materials and supplies; keeps tools and equipment in good condition; makes reports, as required.

1.6.3.10. Office Assistant II.

1.6.3.10.1. Definition of Duties: Perform a variety of duties requiring adaptation to various situations, judgment as to which learned work method to apply for the desired result, the ability to communicate effectively, and may have lead responsibility over less experienced employees.

1.6.3.10.2. Sample Duties: Typing, mail and document handling; filing and records management; document preparation and review; composition of correspondence; oral communications; statistical and other record keeping including time and attendance records, ordering and maintaining supplies and equipment.

1.6.3.11. Office Technician.

1.6.3.11.1. Definition of Duties: Performs a variety of difficult tasks usually involving office management and administration. Position requires contact with public visitors on a daily basis.

1.6.3.11.2. Sample Duties: Independent origination of correspondence involving the knowledge and operation of the base engineer function is required as this position is a one-person field office with a wide variety of responsibilities.

1.6.3.12. Skilled Laborer.

1.6.3.12.1. Definition of Duties: Under supervision to do miscellaneous skilled labor other than that required to be done by a craftsman; and to do other work as required.

1.6.3.12.2. Sample Duties: Does miscellaneous repair, labor, and maintenance work; assists a craftsman in performance of electrical, carpentry, mechanical related work; cleans up facilities and grounds after work accomplishment; assists with the moving of heavy objects.

1.6.3.13. Stationary Engineer.

1.6.3.13.1. Definition of Duties: Under direction, to operate, maintain, and repair the heating, lighting, air conditioning, power, refrigeration, water treatment, ventilating, and other mechanical systems and to do other work, as required.

1.6.3.13.2. Sample Duties: Operates, maintains, and adjusts heating, lighting, air conditioning, power, refrigeration, water treatment, and ventilating equipment; repairs, inspects, and reports on the condition of building or institutional equipment; inspects, maintains, and makes emergency repairs to steam, water, air, refrigeration, and oil lines; cleans tubes, tests valves, gauges, and other equipment, installs replacement parts, or minor additions to, or makes modifications of existing equipment; keeps charts and makes oral and written reports; does preventive maintenance throughout the building or institution on various mechanical equipment.

1.6.3.14. Supervisor of Building Trades.

1.6.3.14.1. Definition of Duties: Under general direction, coordinate and supervise the repair, maintenance, minor construction work, and upkeep of building structures and grounds at an ANG facility; and to do other work as required.

1.6.14.2. Sample Duties: Lay out, assign, and review work; supervise and coordinate the activities of building tradesmen, intermediate supervisors, or journeymen in such fields as carpentry, plumbing, electrical, masonry, painting, and other building work; estimate labor and materials needed for specific jobs; schedule and coordinate the flow of

materials with the assignment of the various trade groups so that jobs are carried out according to plans and CA specifications; requisition tools, materials, supplies, and equipment; supervise the cleaning and maintenance of tools and equipment; supervise the upkeep of facilities and grounds; as

necessary, work with journeymen of the individual trades in performing construction, maintenance, and repair work; keep labor and material records; assist in preparing budget estimates for material; prepares reports.

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