

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Construction Analyst	<b>DISTRICT/DIVISION/OFFICE/BRANCH</b> D22/Division of Business, Facilities and Security	
<b>WORKING TITLE</b> Facilities Assessment Project Coordinator	<b>POSITION NUMBER</b> 702-023-4106-007	<b>EFFECTIVE DATE</b> November 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT:**

Under the direct supervision of the Office Chief, Division of Business, Facilities and Security (DBFS), Office of Statewide Facilities Leasing, a Staff Services Manager II, the incumbent is responsible for performing facility assessment studies for the California Department of Transportation (Caltrans) State-owned office buildings. These studies may include; but not limited to, evaluation of mechanical, electrical, plumbing, utilities, fire alarm, maintenance plans, and maintenance and operations procedures at Caltrans State-owned office buildings. The assessment studies will be used to determine if existing services/systems comply with current State building codes, are adequate for the current and future programs, and identify those services/systems that need replacement and/or upgrades. Duties include; but are not limited to:

**TYPICAL DUTIES:**

The incumbent independently analyzes, reviews and makes recommendations on complex and/or sensitive facility projects and assessments. The incumbent will provide statewide technical support and guidance related to building data collection and investigation, maintenance and operations review, development of ongoing maintenance and evaluation, and related staff training.

**Percentage      Job Description**

35% (E)      The incumbent will provide technical support for assembling all existing relevant information that can be obtained on Caltrans State-owned buildings during the data investigation phase. Such information may include records of previous and ongoing repair/renovation projects, existing building plans, operations and maintenance manuals, shop drawings, submittals, maintenance records, Memorandum of Understanding (MOU) between the California Department of General Services (DGS) and Caltrans, infrastructure and maintenance/operations responsibilities, and any previous studies.

The incumbent is responsible contacting State and local authorities having jurisdiction over fire/life safety, utilities, or other permitting agencies that may affect the occupancy. The incumbent is responsible for meeting with DGS personnel (i.e., Building and Property Manager (BPM) Regional Manager, Building Manager, Chief Engineer, etc.) to learn of any issues or concerns and further identify existing issues, special maintenance problems, or deficiencies that need to be addressed. The incumbent will be required to obtain information

on the current use of the existing maintenance system (Maximo) and how it is being utilized. The incumbent will develop the scope of data and information to be collected during the physical assessment that will be most compatible with the existing system. The incumbent shall collect maintenance reports and record keeping information and recommend changes in the current process.

- 35% (E) The incumbent will evaluate existing mechanical, electrical, plumbing, and utilities systems for the overall building(s). The evaluation will evaluate existing systems and identify potential improvements or replacements to existing equipment. This will include a site visit to perform a field investigation of existing equipment and systems to record their existing conditions and other pertinent information. The field investigation data will be cross-checked and augmented by information derived from available as-built drawings and other documents. The incumbent will develop and prioritize for implementation recommended equipment and systems improvements.
- 20% (E) The incumbent will provide technical support to DGS in preparing a Maintenance Plan for the overall building(s). The maintenance plan shall identify those items requiring regularly scheduled maintenance on an annual, five-, and ten-year basis in order to minimize equipment failure and premature deterioration of the building(s). The Maintenance Plan shall include corrective and preventive maintenance and repair costs and staffing.
- The incumbent will assist in the development and implementation of an ongoing facility maintenance staff training program. This will include training videos and system manuals for systems, controls and equipment that cover preventative maintenance and basic operation. The incumbent will develop a policy and procedures manual for the ongoing use and maintenance of the maintenance system (Maximo). The Maintenance Plan, maintenance system plan, and training videos must conform into a comprehensive Training Program that reports in an electronic format compatible with the State's Internet system.
- 10% (E) The incumbent will review the electronic and printed As-Builts for the building(s) including plans, submittals, and shop drawings. The incumbent shall determine the disciplines that are missing and advise DGS on how to obtain the missing electronic As-Builts.

#### ***SUPERVISION EXERCISED OVER OTHERS***

This position does not supervise other employees. However, in some situations, the incumbent may be assigned lead-person responsibilities (provides direction, guidance and leadership) for other team members.

***KNOWLEDGE AND ABILITIES***

- ◆ Thorough knowledge of the Department's Strategic Plan, missions, goals and objectives of DBFS' Charter.
- ◆ Thorough knowledge of rules, regulations and codes pertaining to building construction and building management; i.e., knowledge of California Administrative Codes, Title 8, 17, 19, 22, 24, EPA, ADA, Federal Register, Caltrans Safety Manual and SAM.
- ◆ Knowledge in project management; construction performance and inspection standards; construction litigation, arbitration and mediation; and cost estimates for construction, building products and services.
- ◆ Knowledge of the State budget process and rules and regulations pertaining to the expenditure of funds.
- ◆ The ability to analyze and interpret codes and regulations.
- ◆ The ability to make sound decisions in critical situations and make immediate decisions for effective course of action to ensure a safe and healthful work environment.
- ◆ The ability to recognize and identify existing and potential safety hazards and takes appropriate corrective measures.
- ◆ The ability to reason logically, to evaluate routine problems, alternatives and to recommend an effective course of action.
- ◆ The ability to multi-task and reprioritize workloads to meet heavy customer requirements.
- ◆ The ability to interact with contractors, co-workers and the general public and provide written and/or verbal instructions to clients.
- ◆ The ability to gain and maintain the confidence and cooperation of all parties involved.
- ◆ The ability to collect, develop, categorize, maintain and summarize information to present clear and concise correspondence, reports and technical documents; both verbally and in writing.

The incumbent must be able to express ideas and present information clearly and logically, both orally and in writing; and must be able to develop and utilize effectively all available resources within DBFS.

### ***ANALYTICAL ABILITIES***

The incumbent must be able to reason logically and creatively and utilize a variety of analytical techniques to adopt an effective course of action to provide employees, visitors and the public a safe work environment.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The Labor Code, Section 6401.7 requires that employers provide a safe and healthful workplace for their employees. Additionally, this includes conducting workplace inspections, identifying and correcting code violations, training of employees and enforcing safety and health policies. Failure to comply and maintain a safe work environment for the public and the employees could compromise the health and safety of employees or cost the State substantial money, time, and inconvenience. The consequence of violations could result in the Department being held financially and criminally liable.

### ***PUBLIC AND INTERNAL CONTACTS***

The incumbent consults with and advises managers, supervisors and employees at various levels on safety matters statewide. May be required to meet with Regulatory Agencies, contractors, vendors and DGS.

As a representative of the State of California and Caltrans, the incumbent must always be cognizant of his/her actions, how those actions are viewed and must always conduct himself/herself in a courteous and professional manner at all times.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

While at the base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Requires touring buildings and facilities throughout the State requiring the incumbent to walk or stand for extended periods of time.

The ability to lift up to 30 pounds.

The ability to climb stairs and ladders.

The ability to reach or stretch by extending hand(s) or arm(s) in any direction.

Requires the incumbent to be in sufficient physical condition to accomplish the bending, stooping, kneeling and lifting required to complete assigned tasks.

Ability to work on a keyboard; manual dexterity; sitting for long periods and focusing for long periods of time.

Must be able to organize, prioritize and respond appropriately to multiple workload requests and conflicting deadlines.

This position requires interaction with a myriad of personalities.

Considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Must be able to establish effective working relationships.

The ability to apply innovative solutions to make organizational improvements.

### ***WORK ENVIRONMENT***

The duties of this position are performed in a modern office setting or mixed hard-walled and modular furniture design. The primary workspace is of modular design, containing computer and telecommunications equipment.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature