

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 2/Administration/Business Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Facilities Project/Contract Manager	902-001-5393-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the direction of the Business Management Supervisor (a Staff Services Manager I), incumbent is responsible for developing, budgeting and implementing all requirements for the upgrade and maintenance of the District's office facilities. Incumbent performs a variety of duties including space planning, development and management; inspection of all facilities, determining needs, programming and monitoring the budget for the Office facility programs.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
45%	E	Conducts, analyzes, and evaluates maintenance and capitol outlay projects for the District Office complex and leased office facilities in the Redding area. Provides various alternative measures to repair, maintain, remodel, or replace structures that have become worn, deteriorated, damaged, or inadequate. Provides recommendation on cost-effective corrections of buildings and grounds. Review and determine as to whether the work should be performed by contract or State forces and makes the appropriate recommendation to advise management on the impact or potential impact to the District and its employees. Coordinates with Headquarters Facilities to negotiate funding for projects. Monitor contract expenditures to assure allocation of funding has been encumbered for the proper contract and/or fiscal year and serve as the primary contact over other state agencies and/or outside representatives who deal with the contract. Independently resolves issues and takes appropriate course of action. Independently coordinates, plans, and schedules Building Maintenance staff to get approved projects and routine maintenance completed and advises management of potential impacts to the facility. Regulates and monitors parking facilities for State-owned, visitor, employee, and carpool vehicles. Investigates and takes appropriate action to control any illegal use of facilities.
25%	E	Implements and manages facility related service contracts. Incumbent requests contracts, provide specifications and scope of work, monitors contractor performance, and takes corrective action when needed, assures funding has been encumbered and available. Approves contractor payments, implements and requests addendum, and monitors expenditures to ensure compliance with the Department's Acquisition Manual procures goods and services for facility projects using the calcard or purchase order method of payment. Provide information and guidance to other units within the District with purchasing questions, resolves contract and vendor disputes, and processes vendor payments.
15%	E	Determines long-range space needs and analyzes the Space Plan for the District. Incumbent prepares the Space Action Request documents for new leased space or renewal. Identifies special needs for the District and is the District Liaison working with Headquarters Facility staff and the Department of General Services Real Estate and Planning Department throughout the lease process. Plans and implements employee moves including reconfiguring new or existing modular furniture. Initiates and manages moving and installation contracts. Works with lessor to resolve issues related to leased space and works with the Department of General Services to resolve tenant related issues.

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| 5% | E | Coordinates energy improvements to Caltrans facilities. Monitors and analyzes the District's energy consumption and reports monthly usage to Headquarters. Update District Office and leased facility information into the Lands and Building database. Educate staff on energy conservation processes.  |
| 5% | E | Manages the District card lock system by monitoring doors and gates, issuing access cards, changing access rights, and develops security reports for Management. Incumbent also manages the District Photo Identification system by issuing photo identification for District staff, students, and contractors/vendors.  |
| 5% | M | Independently analyzes proposed legislation with regard to the California Code of Regulations and General Industry Safety Orders relating to the Emergency Action Plans and advise management on the impact or potential impact to the facility. Formulates procedures and policies with regard to revising the Emergency Action Plan to reflect any changes in requirements or laws, as required. Conducts, evaluates, manages and reviews the Emergency Action Plans for the District Office, as well as leased space. Serve as team leader to recruit and train volunteers. Ensure compliance with the Federal and State policies and procedures regarding an evacuation process within a State Facility. Formulate a medical response team at each facility and evaluate and review each facility to ensure they are in compliance with CPR and First Aid regulations as required by the Health and Safety Code. |

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act on the behalf of the Staff Services Manager I during their absence.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles, practices and trends of public and business administration, including budgets, program evaluation or related areas; governmental functions and organization at the state level. Must be knowledgeable of the Department's mission, goals and programs; laws, rules and policies of the State of California. The incumbent must possess knowledge of pertinent laws, statutes, and regulations regarding resources, and general office operations. The incumbent must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations on all issues relating to this position.

The incumbent must have the ability to multi-task, adapt to changes in priorities and complete tasks with short notice. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates and to recognize potential project-related problems with personnel, fiscal resources or scheduling and either take or recommend corrective action. Must be able to present ideas and information effectively both orally and in writing in a manner that provides management with clear and concise decision-making information; develop and evaluate alternatives.

Knowledge of and ability to use a personal computer equipped with e-mail (Outlook), work processing and spreadsheet software, including Microsoft Office 2013 (Word, Excel, and Power Point).

The incumbent must be able to reason logically and creatively; utilize a variety of analytical techniques to resolve complex problems. Must be able to prepare complete and comprehensive reports, make effective presentations, use good judgment for analysis of resource requirements.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and reports to Division management. The incumbent is responsible for the accuracy of all data and analysis performed. Errors could result in safety hazards being uncorrected, increased risk of property loss or loss of needed funding. Decisions based on the information provided by the incumbent could directly impact the effectiveness of the Division in meeting its goals, objectives and fiscal constraints.

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## PUBLIC AND INTERNAL CONTACTS

Daily contact with all levels of District 2/NR staff, including the Deputy Division Chiefs, District and Headquarters' staff and other Caltrans personnel throughout the District. Other contacts include State, public agencies and outside vendors.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time using a keyboard/mouse and video display monitors in the normal course of work or while attending meetings/trainings. Must be able to effectively communicate and sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving, writing and report creation. Must have a willingness to accept increasing administrative responsibilities. Must exercise sound judgment when dealing and representing Caltrans with Contractors, outside agencies and own employees.

The incumbent must possess the ability to work effectively and efficiently to coordinate and prioritize multiple tasks with multiple deadlines. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. This requires that the incumbent be flexible and adaptable to policy changes. Must be professional and maintain composure when dealing with difficult people/situations that may be emotionally charged. Incumbent must be able to think logically and act immediately to handle building emergencies such as hazardous spills or other safety related issues. The incumbent must be able to deal effectively and tactfully with Caltrans personnel throughout the District.

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## WORK ENVIRONMENT

The incumbent will be in a climate-controlled office environment under artificial lighting. Incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE