STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst (AGPA)	D7/Administration/Business Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Facilities Operations Coordinator	907-035-5157-	09/09/2014

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 general direction of the Facilities Operation Manager, Staff Services Manager I, the District's Facility Operations Coordinator is responsible for assisting in all activities related to the day-to-day management of the Caltrans District 7 Office Building and allocation of space to all district employees and respective functional support staff located in the District 7 Office. The incumbent will also occasionally receive direction from the Chief of Business Management and the Deputy Director of Administration. Duties will include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Analyze and review relocation floor plans to ensure they comply with Department of General Services and State Administrative Manual (SAM) space standards; allocate adequate office and storage space accordingly; and provide recommendations to address non-compliance. Schedule and supervise building moving operations; and assist requesting units with procuring moving contracts as needed. Conduct periodic building safety inspections, assist with emergency evacuation drills in conjunction with the Safety unit and the State Fire Marshall, and provide recommendations to management to address non-compliance. Provide findings as related to building operations pertaining to equipment/system failures, repair and maintenance, fire and flood, health and safety issues, asbestos, and waste management. Responsible for maintaining inspection logs to track all findings. Create and monitor reports to track all preventive maintenance work completed by DGS staff. Report all deficiencies and provide recommendations to address the deficiencies to the Facilities Manager.
25%	E	Utilize the Facilities Heat Services Requests System to evaluate and process employee and building tenant requests and coordinate the completion of requests with Facilities staff, the Department of General Services (DGS), and contractors. Track and monitor the progress of the requests and ensure that they are addressed in a timely manner, while providing follow-up to customers as needed.
10%	E	Responsible for procuring goods and services for the Facilities unit by utilizing various procurement methods that include requisition requests, credit card purchases, and service contracts. Verify acquisitions are in compliance with special purchasing delegation from Department of General Services (DGS) and the State Administrative Manual (SAM). Analyze pertinent data to ensure requested contracts are appropriate and in compliance with Labor Relations. Evaluate and monitor all encumbrances and when appropriate, disencumber unnecessary contracts and purchases. Ensure all work is performed within contract specifications and process all Service Contract invoices within accordance to Department policy via the EFIS system.
10%	E	Independently initiate, analyze, and maintain the District's Recycling Program and monitor all district office recycling contracts. Promote recycling methods to all district employees, and consult with the divisions of Construction, Maintenance, Department of General Services, and other technical staff to produce and submit the district's annual Recycling Report to the Cal Recycle agency. Assist with developing and implementing the District 7 employee vehicle charging policy for the District 7 office.

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5%	M	Other duties: Incumbent may be assigned special projects related to the Facilities Operations Unit

[1]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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent may act with lead responsibility for office staff, or a team leader for various projects. May act in lead capacity during managers absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge and ability to interpret laws and regulations regarding Fire Life and Safety Standards, CAL OSHA requirements, Rehabilitation Act of 1973.

Knowledge of the State Administrative Manual guidelines as they relate to space allocation.

The ability to make sound decisions and recommendations in regards to building and safety code practices.

The ability to establish work priorities and meet deadlines.

The ability to negotiate effectively, exercise good judgment, and process personal integrity.

Have knowledge of principles and practices of administration, management, budgeting, personnel, management analysis, training, governmental functions and organizations and data processing.

Have the ability to perform their duties independently to reason logically, draw valid conclusions, make appropriate recommendations and to initiate corrective measures as deemed necessary.

The ability to gain and maintain the confidence and cooperation of all parties involved.

The ability to communicate effectively both verbally and in writing, prepare written and graphic reports and work successfully with others. Must have the capability to work with computers.

The incumbent must be familiar with the Department's mission and goals and be able to recommend policies and guidelines which will provide a framework for all levels of the Department to develop an effective management process. 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 resources within the Division of Business, Facilities, and Security.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The candidate will make decisions within established guidelines. Error in judgment or work product could affect budgeting, training programs, and general work activities. Failure to ensure al facilities are managed properly could increase Caltrans' liability, placing the Department at risk for violations resulting in monetary penalties and/or potential litigation.

PUBLIC AND INTERNAL CONTACTS

The incumbent routinely interacts with and advises employees at various levels within the Department; vendors and contractors regarding building operations. This often involves contact with visitors representing local governments, employee organizations, and other sensitive contacts. Exceptional customer service is critical to success and meeting expectations. As a representative of the State of California and the Department, the incumbent must always be cognizant of his/her actions; and how those actions are viewed, and must always conduct himself/herself in a courteous and professional manner at all times.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to resolve emotionally charged issues reasonably and diplomatically. Ability to develop and maintain cooperative working relationships. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Ability to concentrate in order to review and create documents and meet strict deadlines.

Will work in an office setting. The incumbent may be required to sit for long periods of time using office equipment such as a calculator and computer. The incumbent may also be required to move boxes of files, publications, paper and supplies from one location to another.

The ability to lift 50 pounds, carry bulky items, and provide assistance with setting up facility conference rooms.

The ability to climb stairs and ladders.

Requires occasional bending, stooping and kneeling.

Requires touring building and facilities which will involve walking and/or standing for extended periods of time.

WORK ENVIRONMENT

While at their base of operation, employees 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. Overtime may be required and vacations may be restricted, during peak times and fiscal year-end closing.

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE