

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	08-393 Traffic Management Center ADM	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
IETMC Facility Manager	908-393-5393-001	

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 Senior Transportation Electrical Engineer over Traffic Management System Support, independently performs complex administrative staff work for the Inland Empire Traffic Management Center (IETMC). In this position the incumbent is required to be fingerprinted and have background checked by the Calif. Dept. of Justice and employment in the Traffic Management Center is conditional on concurrence by the California Highway Patrol (CHP).

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Responsible for the maintenance and operation of IETMC building, landscape and parking lots. Manages and directs facility related activities including day-to-day issues. Responsible for developing plans to maintain state-owned buildings for the new IETMC in the City of Fontana. The incumbent shall also oversee the performance of facility safety defect inspections/repairs including, but not limited to: Heating, Ventilation and Air Conditioning (HVAC), painting, plumbing, landscaping, electrical, back-up generator, Uninterruptible Power Supply (UPS) system, mechanical systems repairs, building construction and other repair work to ensure compliance with safety and building codes. All maintenance includes an aggressive preventative maintenance program, electrical safety, fall protection, fire protection and plant safety. The Facility Manager shall be active in the buildings' facility preventative maintenance program and provide focused oversight of DGS services. The nature of operations performed at the TMC facilities require that many of the systems have little or no down time.
30% E	Develop and monitor the Inland Empire IETMC Budget. Independently produce and manage service contracts and facility purchases. Analyze the requirements and generate "Statements of Work" that address the varied maintenance needs of the IETMC Facility. Process contracts and ensure that vital systems have 100% coverage. Make necessary recommendations to management. Coordinate with CHP, Department of General Services (DGS), and California Department of Transportation (DOT) staff to ensure all work meets their needs, but does not affect the on-going operations of the building. Verify that Department of General Services billing corresponds to the work performed. Ensure that all utility bills and service contract bills (i.e. HVAC maintenance, landscaping, generate maintenance, etc.) are correct, and accurately reflect the service provided. Investigates and reconciles any discrepancies. Verify that vendors are paid on time, and reconcile any conflicts on invoices. Produce the complex five year budget plan for the IETMC with the input from all stakeholders. Ensure that both frequent and infrequent maintenance needs are budgeted. Monitor ongoing costs and notify management of any projected overruns or discrepancies. Analyzes budget by reviewing reports and expenditures. Develop alternatives and work with District Budget staff to move funds around to cover needs.
10% E	Responsible for the purchases for the IETMC. Independently research the complicated purchasing needs for the IETMC, analyze alternatives, and make recommendations on final purchase. Procure items for both the facility and the Traffic Management System (TMS) housed in the IETMC. Solicit price quotes from vendors and procure needed items by use of a State issued Cal-Card, Purchase Orders or other procurement method. Ensure that all documentation is correct and submitted to Accounts Payable.

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| 10% | E | Ensure that TMC runs safely and efficiently. Review the work DGS Janitors, DGS Stationary Engineers, Landscape Contractor and other contractors to ensure work completed safely, and time is not wasted on low priority tasks. Ensure that security guards are vigilant in monitoring the TMC/SRL campus 24 hours a day, and that they adequately follow all policies and procedures mandated. Administer the card key access system for buildings and parking areas. Input new employees into the system, and ensure that employee data is updated and audited regularly. Coordinate with CHP to verify that Caltrans Employees and vendors have updated background checks, to enter restricted parts of the building and grounds. Monitor building occupants behavior, and develop guidelines to ensure the facility is safe and secure. Research policies, and notify management and staff when there are violations. Develop recommendations for management. Provide support for TMC Operations Committee. Provide analysis of issues for the committee's attention. Prepare agenda and minutes for the meeting. Verify that committee's recommendations are implemented. |
| 10% | M | Independently monitor and analyze the state vehicles assigned to the TMC to ensure compliance with state requirements, and to ensure proper maintenance and repair. Responsible for Law Enforcement Requestors code, per DMV to ensure validity of drivers' licenses and vehicles. Maintain all appropriate records to properly administer and monitor by using Microsoft Excel. Track vehicle usage and administer pool of vehicles. |
| 10% | M | Monitor and order staff supplies, toner, ink etc. Update bulletin boards with personnel information updates and required posting, distribute mail and warrants, provide administrative support to staff. |

¹ESSENTIAL 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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles and practices of general business management; modern methods of public and business administration including organization, fiscal and personnel management training, administrative analysis and budgetary procedures.

Must have a good working knowledge of computer applications such as spreadsheet (Excel) and word processing (MS Word). Must be able to use a computer to produce spreadsheets, graphs, charts, reports, etc. develop files and records, and manipulate information. Needs to understand Caltrans applications such as TOPS, and TRAC. Must be an advanced user of EFIS.

Ability to reason logically and creatively, and utilize a variety of analytical techniques. Develop and evaluate alternatives; analyze data and present ideas and information effectively, both orally and in writing; interpret and apply rules and procedures. Consult and advise all levels of management on a wide variety of subject matter effectively and diplomatically; ability to read and interpret charts and graphs.

Requires knowledge of the Department's purpose, organization, policies and procedures and an understanding of the Department's goals and objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Independently performs responsible and complex administrative work for the function. Incorrect analyses will result in over or under expenditure of resources and may result in improper staffing and monetary loss to the District. The IETMC is an 911 Dispatch and Emergency Management Center, so there can be down time of critical systems within the facility. Poor administration of contracts could lead to vital facility support systems failing, which would compromise the safety of the occupants or the traveling public.

PUBLIC AND INTERNAL CONTACTS

Communicates within the District Management, Unit Chiefs, Headquarters, other State Officials, Politicians, and outside vendors, via in person, phone, e-mails, letters and fax.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Mental Requirements: Sustained mental activity needed for problem solving and analyzing when it comes to budgets. Must have the ability to multi-task, adapt to changes in priorities, and completes tasks or projects with short notice. Must be able to organize varied documents. Employees must be able to concentrate in order to review and analyze spreadsheets and meet deadlines.

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Emotional Requirements: Requires interaction with many people. It is important that you work with others in a cooperative manner. May be subject to and have the ability to handle irate Caltrans personnel in a calm manner. You must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to adjust rapidly to new situations warranting attention and resolution. Must be able to make rational decisions in pressure situations. Value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at the base of operations, 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. While the majority of the work is indoors, inspections and coordination with contract work on exterior of building may require significant periods of time spent outdoors. Employee is working in an office and is required to travel to work sites related to the job. Overtime may be required on occasion.

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