

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 11/Construction Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Field Office Coordinator	911-510-5393-	

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 Construction Administrative Manager, a Staff Services Manager I and with oversight from a Senior Transportation Engineer, the incumbent performs all remote Construction Resident Engineer (RE) Field Office site selection, moves, repairs, inspection, modification, and utility coordination for on-going operations for all Construction RE Field Office locations.

After two years in this assignment, the incumbent may be rotated to another (same classification) position within the District.

TYPICAL DUTIES:

Percentage	Job Description
50% E	<p>FIELD OFFICE LEASES: With coordination and the concurrence of the Construction Administration Manager, Senior Construction Engineer, and Resident Engineer, identify, recommend, negotiate contractual terms, and finalize site selection for all Construction Field Offices. Provide a lease cost benefit analysis and comparison of all costs relative to selection of a Modular vs. Real property acquisition and make appropriate recommendations. Review and apply fiscal analysis of proposed RE Office project funding to ensure the lease process closely parallels the project advertisement, award, and approval process utilizing the Project State Furnished Materials (SFM) and expense allocation. Review and process payments for lease agreements in accordance with all applicable policies, procedures and contract stipulations.</p>
35% E	<p>PROJECT UTILITY COORDINATOR: Coordinate and monitor RE Office Utilities, and advise Construction Administration Manager, Resident Engineers and Senior Engineers of Field Office Utility status of service. Upon lease approval, make necessary arrangements with utility service providers, vendors and contractors to ensure Installation, Transfer, or Relinquishment of utilities occur within the pre/post project time frame requirements. Must be responsible for assisting with special projects, consulting with Maintenance and Headquarters in Utility data collections, accounting and reviewing of expenditures with Resource Manager. Develop and create statistical data spreadsheets, outlining expenditures, and provide some fiscal forecasting. Review and process all requests for field office utilities including natural gas, electric, water, sewage, telephone, and communication/computer lines for the Resident Engineer field offices. Provide analysis of applicable utilities access, appropriation, and costs associated with providing the utility to the field office site for start up/transfer or termination. Coordinate with appropriate Caltrans, governmental personnel, and vendors to maintain a current status of pending and active utilities. Provide weekly/Ad Hoc reports regarding the status of Field office operations to the Construction Administration Manager.</p>
15% E	<p>FIELD OFFICE/LAB SUPPORT: Coordinate and facilitate any repairs, service, modification or Safety and Health Inspections necessary to maintain the RE Office/Lab Facility work environment to be free from Environmental/Health hazards. Coordinate with the Construction Contract Manager and the Construction Safety Coordinator to implement any required contract for repair, modification, service or inspection. Meet quarterly or as requested by Field Office Senior Transportation/Resident Engineer or their designee, to discuss unresolved issues within their facility. Provide a weekly status report to the Construction Administration Manager with a plan of corrective action. Assist with other functional units of Construction to enhance operational effectiveness within the division.</p>

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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

No formal supervision will be performed, but this position will lead and provide guidance to field engineering staff and other support staff within the Division of Construction pertaining to the coordination of Field Office leases.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must demonstrate competency and knowledge of data processing/personal computer programs and modern office methods, State and Federal statutes, State Construction Manual, basic budgeting and accounting abilities, construction field operations, and purchasing and service contracts. Multi-tasking is a necessary skill performed in this position. Incumbents must be able to perform a variety of tasks on a priority basis, and continually be required to develop alternative solutions and strategies to solve complex issues that will arise in a field operations environment. The incumbent must demonstrate and implement real estate/property leasing, facility maintenance knowledge suitable to Field Office operations; and must be able to represent, negotiate and execute contractual agreements on behalf of Construction Administration Manager. Good analytical/writing and communication skills are essential. Incumbent must be able to interpret architectural renderings of office/building plans regarding installation, movement or transfer of utilities, personnel, property and equipment in a timely manner.

Must have knowledge of Department of General Services (DGS), Real Estate Services Division (RESA), Real Estate Leasing and Planning Section (RELPS) policies, logistics of project field office locations and staff requirements. Incumbent must have good working knowledge of current commercial real estate trends, inventory, terms and availability of leased properties.

The incumbent must have working knowledge of the computerized Statewide Utility Billing Systems (SUBS) and Paper Utility Billing Systems (PUBS), Enterprise Resource Planning Financial Infra-Structure (EFIS)/Account Management System (AMS).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error in any aspect of the incumbent responsibilities would have a serious effect on the Department's operations and credibility. The failure to provide sustained Resident Engineer Office that may jeopardize project delivery. This position provides support of Resident Engineer Office operations for over 200 field project staff.

Resident Engineers are very dependent upon their field office operating successfully. It is the sole hub of a construction field project. It must be located, set up and operational in a timely and efficient manner. The project will not be delayed due to any scheduling or delivery issues incurred by the State. Any delay in obtaining an appropriate site or one of the required services, creates disruption and inefficiency in construction field operations. An effective coordinator will successfully anticipate field office needs and mitigate any utility or service disruptions.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have extensive contact with vendors, District personnel at the Associate, Senior and Division Chief level, contractors, and other government agencies. He/she must have good communication and analytical skills and possess the ability to display a professional working relationship with the public and other Government agencies/staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to without assistance, kneel, crawl, walk, bend, stoop, reach, squat, grasp, climb, and maintain mental focus and productivity in a very busy somewhat hectic environment at various times. Incumbent must be agile, ambulatory and able to bend and stoop to perform rudimentary field inspections and tasks. Incumbent must be able to lift at least 25 lbs. Incumbent must be flexible with their availability to meet operational requirements.

WORK ENVIRONMENT

Work environment is an office space with artificial light, climate control and cubicle space. The incumbent will also be required to visit Field Offices and Construction sites. Incumbent will be exposed to the elements consisting of sunlight, wind, rain, dust, and reduced visibility at times in the field environment. Incumbent will be required to operate a state vehicle on paved and unimproved surfaces during course of their duties in accordance with applicable statutes. Possession of a valid California driver's license is required to operate a State vehicle.

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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.)

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