

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE BRANCH/SECTION D22/DBFS/ HQBOC
WORKING TITLE Assistant Building Manager	POSITION NUMBER 702-023-5393-XXX
	EFFECTIVE DATE 12/1/15

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 a Staff Services Manager I, the incumbent is responsible for assisting in all activities related to the day-to-day management of office and shop facilities within the Sacramento Headquarters area. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Responsible as Liaison between the Building Manager's office and employees at the 1120 N Street Headquarters building and leased buildings within the Sacramento area on various types of facility related projects. As project manager, evaluates customer and facility needs, inspects, identifies and analyzes options, interprets and applies Fire, Life and Safety regulations, ADA requirements, and office space guidelines, and or lease agreements, presents options to management, schedules and coordinates work in conjunction with the Department of General Services (DGS), contractors, building owners and property management firms, verifies completion of work and application to customer needs, building repairs, and facility projects to ensure safe and operational facilities and working condition. This involves diligence, teamwork, planning and follow-through in all areas of project management, including project initiation, information gathering, research and analysis of alternate proposals, critical path scheduling, adjustments, coordination with vendors, contractors, other agencies, all levels of Caltrans staff, preparation of presentation materials for conference with management, Decision Documents, memos or issue papers. Develops scope of work information, working drawings, parts lists, equipment needs and other information for the preparation of contracts for services. Coordinates all aspects of facility projects as assigned or identified and approved by manager for assigned office space. Responsible for acquisition of goods, preparation/coordination and monitoring of purchasing activities using the Cal-Card program for Building Operations.
30% E	Responsible for coordinating moving services for staff, equipment, and furniture (including processing surplus items) in concert with the Caltrans Sacramento surplus warehouse and DGS warehouse. Reviews daily progress and developments, and coordinates needs with solutions for customers and contractors for space allocations, modular furniture configurations, and facility work to ensure program staff needs, Fire Marshal and ADA requirements are met. Assists in coordinating the relocation of services, equipment and furniture (including surplus furniture to the warehouse). Prepares and submits necessary documentation for vendor payment. Receives invoices and coordinates payment of moving service invoices. Arranges for approvals and moving services to send surplus equipment and furniture to the Department of General Services.
10% E	Updates and maintains emergency evacuation plans for each area assigned. Assists emergency evacuation drills. Assists in the Coordination of facility security exercises with the State Fire Marshal, CHP and the Sacramento Fire Department. Assists facility evacuation teams, first-aid teams and other related tenant support teams in the performance of their responsibilities. Assists with Facility Safety Inspections of facilities. Conducts tenant meetings with program staff in the various facilities. Receives initial notice of building emergencies and first-aid needs; responds quickly and calmly to coordinate emergency services as needed. Utilizes the building public announcement system to notify tenants of an emergency.

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10% E Assists with visitor parking at the P Street lot and 11th Street loading docks as needed. Issues parking permits as needed. Assists in ordering, receiving and maintaining an inventory of office supplies for the Building Manager's Office. Assists in ordering various items needed to ensure facilities remain operational.

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

No supervision exercised. The incumbent may act with lead responsibility for office staff, or as team leader for various projects. Acts as Assistant Building Manager and may occasionally acts as a substitute for the HQ Building Manager.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Basic knowledge of and ability to interpret laws and regulations regarding Fire and Life Safety Standards, Cal OSHA requirements, Rehabilitation Act of 1973, State Administrative Manual and American With Disability Act.
- The ability to interpret and apply rules and procedures.
- The ability to make sound decisions in critical situations.
- The ability to reason logically, to evaluate routine problem alternatives and to recommend an effective course of action.
- The ability to multi-task and re-prioritize 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 consult with and advise management on issues associated with leased building space.
- 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 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 available resources within DBFS.

The incumbent must be able to reason logically and creatively and utilize a variety of analytical techniques to adopt an effective course of action for complex project management problems. The incumbent must be able to project competence and integrity in successfully dealing with outside entities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is expected to perform at the full-journey level and; therefore, has the responsibility to make independent sound decisions with little supervision. Failure to make sound decisions could result in creating an unhealthy and unsafe work environment for our employees, create the potential for financial loss and increase liability. Failure to ensure the health and safety of all employees through adequate facilities management could result in injury to the occupants of the facilities. Failure to ensure the facilities are managed and maintained properly could result in unnecessary repairs and damage to State property resulting in financial loss or unnecessary expenditures. Failure to ensure all facilities are managed properly could increase our 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 government, 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, 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. May require to tour buildings and facilities that could require walking or standing for extended periods of time.

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Willing to work flexible schedules to ensure projects are completed or to address issues related to facility/employee security or other operational issues.

The ability to lift 25 pounds, carry bulky items and provide assistance in setting up facility conference areas or other areas in the building.

The ability to climb stairs and ladders and perform work on the roof.

The ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Requires occasional bending, stooping and kneeling.

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.

Values diversity and individual differences that each employee brings to the workplace.

The ability to resolve emotionally charged issues reasonably and diplomatically.

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.

WORK ENVIRONMENT

The duties of this position are performed in a modern office setting of 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 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