STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	Business Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Security and Building Manager	910-001-5157-	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Office Chief of Business Management and Facilities, the incumbent independently perform a variety of advanced responsibilities related to building and grounds security, management of contract support staff and property control. The following is a list of duties and the approximate percentage of time necessary for each duty. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Security Coordinator: The incumbent will be responsible for District-wide security for office and maintenance facilities, involving the installation and monitoring of security systems for building and grounds. ncumbent will act as security liaison with Headquarters, CHP, Law Enforcement Agencies and contract Security Guards. The incumbent will be responsible for the photo I.D. system and the associated databases. And, the issuing and monitoring of keys, key systems and electronic keys.
30%	E	Building Manager: The incumbent will act as the liaison with DGS staff at District 10, oversee and help coordinate the work of DGS' staff of janitors and groundskeepers, approximately 11 staff and one supervisor. The incumbent will monitor and be responsible for elevator, fire extinguisher, pest control, overhead door, sign and nameplate services with regards to purchases or contracts. The incumbent may be issued a Cal Card Visa and may be responsible for the state purchases through the Cal Card program
15%	E	Incumbent will act as contract manager for all district contracts involving security, security guards and will monitor the associated budgets.
5%	M	Recycling Coordinator: Will be responsible for the mandate of Assembly Bill (AB) 75, Recycling Program and trash management. Including the completion of the annual report to the California Integrated Waste Management Board. The incumbent will help District 10 employees to divert recyclable waste for entering landfills and encourage the employees to buy and use recycled products to achieve the goals of AB 75.

[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

Normally this position does not supervise; however, the incumbent may be called upon to act as a lead in absence of the supervisor for a short duration.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The employee must be able to meet deadlines and deal tactfully with the public and other employees. Knowledge of calculators, PC's, other office supplies and equipment as required. Must be able to read, write and speak English at a level necessary for successful job performance. Must be able to operate a personal computer, prepare correspondence and refer inquiries to the proper area. Professional telephone etiquette is necessary in this position.

Must have the ability to communicate effectively in verbal and written form, compile and analyze data and prepare

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reports. Must have strong organizational skills, as the position may require development of multitasks concurrently and be computer proficient.

Ability to work well with minimal supervision and to work under pressure; and it is important for this person to be dependable and punctual. Demonstrated positive attitude and commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality service to all customers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decision-making and/or lack of appropriate action by employee could cause poor public image and/or project delays and could jeopardize the efficiency of the work unit and the image of Caltrans. Insufficient recordkeeping of equipment may cause loss of money to the Department

PUBLIC AND INTERNAL CONTACTS

Public and internal contact is an important part of this position and employee should demonstrate a respectful and courteous disposition to all individuals he/she comes in contact with throughout the day.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Occasional travel may be required. Possession of a valid driver's license and current defensive drivers certification are required. Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to walk the entire facility perimeter and climb stair to access multi-storied buildings.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to work in a warehouse environment. Employee may be required to travel to various site locations, required overnight stays, and be on 24 hour on-call response.

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