

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> STAFF SERVICES MANAGER I	<b>DISTRICT/DIVISION/OFFICE</b> D22/DBFAMS/STATEWIDE FACILITIES	
<b>WORKING TITLE</b> Chief, Headquarters Building Operations Center	<b>POSITION NUMBER</b> 702-023-4800-016	<b>EFFECTIVE</b> 8/14/2015

As a valued member of the Caltrans team, you make it possible for Caltrans to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability by being innovative and flexible; 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 general direction from the Chief of Office of Statewide Facilities, an SSM II, the incumbent is responsible for planning, directing and controlling the Sacramento Headquarters Building Operations Branch responsible for approximately 500,000 square feet of office and warehouse space.

**TYPICAL DUTIES:**

<i>Percentage</i>	<i>Job Description</i>
40% (E)	Facilities Planning and Management: Based on analysis of prevailing conditions, projects needs, applicable laws, rules, regulations in developing plans for maintaining and repairing facilities, i.e., building alterations, facilities for the physically handicapped, employee parking facilities. This activity requires close coordination with all levels of Caltrans management, Caltrans control organizations and other State governmental control agencies such as the Department of General Services (DGS). Also responsible for building repairs and projects and the Emergency Evacuation Plan. Provide administrative oversight to staff responsible for direct supervision of personnel (staffing, training, supervising, delegating, and coordinating). Monitor and provide oversight to ensure facility safety inspections and evacuation drills are performed.
25% (E)	Establish project goals with attention to immediate need and long term goals such as safety and sustainability. Evaluate project requests to verify adequacy of the justification and determine if additional support is needed. Provide direction in the formulation of facility standards. This activity calls for working with customers regarding their business needs and how it would be best addressed. Activities include modular and conventional furniture design and installation, tenant communication and overall operation of safe buildings for department staff. Serves as project manager for small and large facilities projects performed directly or assigned to subordinate staff.
20% (E)	Facilities contracts: Manages and directs staff with developing scopes of work and specifications for developing contracts and purchases needed for building operations, maintenance, repairs, and projects including facility day-to-day issues. Responsible for developing plans for maintaining assigned state owned buildings. Maintenance includes preventative maintenance, electrical safety, fall protection, fire protection, and employee access and safety.

- 10% (M) Budget: Responsible for compiling, monitoring and analyzing the Branch's Operating Budget and Recurring Maintenance, Repair/Project Budget (Object Code 084). Budget includes fixed costs, recurring contract costs, recurring maintenance projects and identifying day to day operation costs. Fixed costs DGS overhead, janitorial and landscaping costs, elevator maintenance, pest control, etc. Recurring contract costs include HVAC, parking lot sweeping, plumbing, etc. Recurring maintenance projects include roofing, painting, plumbing, electrical, parking lot paving, sidewalk repairs and replacement as necessary.
- 5% (M) Responds to emergency situations on an as needed basis. Acts as a key part of a management team to ensure facility integrity and works with security as needed to resolve issues during business and non-business hours as needed.

#### ***SUPERVISION EXERCISED OVER OTHERS***

The Chief, Sacramento Building Operations, provides direct and indirect supervision to staff as follows:

Associate Governmental Program Analysts and/or Staff Services Analysts  
Office Technician

#### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

This position requires knowledge of principles and modern methods of public and business administration, administrative analysis, principles of general office management, computer terminology, modern office methods, and labor relations procedures. It also requires the ability to reason logically and creatively; use a variety of analytical techniques; interpret and apply rules and procedures; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; communicate with all levels of management, employees, vendors, contractors and the general public; consult with and advise management on issues associated with providing safe and efficient work sites for Caltrans employees.

In addition providing timely quality customer service is critical to successful job performance.

#### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The incumbent must reflect and promote the Sacramento Building Operations Branch as a leader in providing excellent customer service. Failure to do so could negatively impact the Division of Business, Facilities & Security credibility with our customers who are our managers, supervisors, employees and the visiting public. Failure to appropriately complete assignments could result in poor services to clients, poor working relationships, fiscal overruns, general poor business practices which could result in unsafe working conditions for employees and the public we serve.

