

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I (Supervisory)	OFFICE/BRANCH/SECTION District 2/Administration/Business Management office
WORKING TITLE Chief, Facilities Management	POSITION NUMBER 902-001-4800-XXX
	EFFECTIVE DATE

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:

As Chief of the Office of Business Management, incumbent has overall responsibility for the supervision of employees performing a wide range of administrative functions. These functions include: Facilities Planning, Facilities Operations and Security, Mail Room, Warehouse and Auto Pool. Establishes internal policies and procedures and implements same to ensure activities are performed consistent with departmental program goals. Ensures timeliness of service and project delivery to customers. This position reports to the Deputy District Director, Administration.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M)		
40%	E	Work in partnership with stakeholders to manage and maintain the District 2 office, D2 leased facilities and shop facilities. Plan, budget and implement facility projects. Prepares all documents and submits contract requests for approved projects. Administer and Manage contracts to ensure scope of work is complete and compliant with State and Federal codes and regulations. Develops, monitors and balances the District's annual facilities maintenance support (084) budget. Inspects facilities and determines needed recurring facility maintenance projects, submits budget requests. In coordination with District Management, prepares, monitors and implements the District's five-year major and minor capital outlay facility project plan. Responsible for application of established Caltrans facility standards, guidelines and procedures.
30%	E	Responsible for the productivity of each employee. Make sure employee have the tools and training to successfully achieve goals and objectives. Communicate priorities and deadlines for assigned work of a multidisciplinary team of staff. Encourage staff to take risks (ERM). Recruit, hire, and maintain trained staff structured to efficiently carry out assignments, provide quality service, Completed Staff Work and create a safe working environment for our customers. Oversee activities of facilities maintenance staff inservicing facility equipment, making repairs, doing minor building construction or modifications. Keeping grounds neat, clean and attractive. Reviews requests for new or additional space for conformity and compliance to policies and guidelines, plans organizes and directs space management consistent with departmental requirements, priorities and needs. Assures Office of Business Management remains within PS and OE budget allocations.
20%	E	Participate in discussions and solution analysis with management and staff regarding workload, budget shortfalls, level of service and changing priorities. Providing input on recommendations QI process efficiencies, with particular emphasis on the Facilities Services functions. Review statistics, maintain records and create reports for District management as requested, and make recommendations regarding security, facility resource management, facility improvements and other areas of responsibility in achieving departmental policies and goals.
10%	E	Provide leadership and direction for the district warehouse operations including, procurement, storage, issuance of materials and warehouse inventory records. Manages the District automotive pool including determining vehicle needs. Processes the semi-annual vehicle justifications for all under-utilized district passenger vehicles, including justifying the under-utilized pool vehicles. Provide leadership and direction for vendors of these services (mail room, janitorial service and cafeteria service) to deliver timely service that meets or exceeds customer expectations.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position is a First-line Supervisor. May act as DDDA in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the laws, principles, practices and trends of facility management, budgeting, public administration, department policy, current management and supervisory principles and all pertinent laws, rules and MOU, general office procedures, computer terminology, principles of accident prevention and safety practices and Equal Employment Opportunity policies.

Must understand the principles and practices of employee supervision, development and training. Must have the ability to develop an effective team of subordinates to provide support services to the District. Must be able to establish guidelines and controls to assure that activities are being effectively accomplished. Must be an effective team member and must be able to communicate well both orally and in writing.

Incumbent must have the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matters; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively; establish and maintain project priorities; and, develop and effectively utilize all available resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent has general management responsibility for facility resources (dollars, staff, facilities, real and personal property) and program support administered in the District. The incumbent's decisions typically affect all District organizations and functions. Errors in judgment could result in the organization being exposed to internal complaints and grievances, health and safety violations, external criticism, embarrassment to the Department, and liability from lawsuits. Errors in performance could result in erroneous facility budget allocation and/or projections leading to inefficient use of public monies and/or lack of required funds for operation.

PUBLIC AND INTERNAL CONTACTS

The incumbent independently consults with and advises other employees, at all levels, on the technical services available within the Facilities Management unit. Is a liaison with various district and headquarters functional units, and other state agencies. Must handle the more difficult queries from the public and must project competence, integrity and customer service orientation in these dealings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be physically able to sit for long periods of time, at desk writing, talking on the phone, checking emails or inputting data on a computer in a climate-controlled office under artificial lighting, and attending both on- and off-site meetings. Must be able to travel within the District and occasionally to other parts of the State, and able to do some fieldwork.

The incumbent must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses, and apply sound judgment in problem solving.

WORK ENVIRONMENT

This position requires the majority of work to be done in a typical office setting with fairly constant temperatures. Moderate travel may be required within the district, as well as occasional trips to other parts of the State, to attend various meetings, conferences or seminars and some exposure to outdoor climates and elements.

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.)

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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