CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE STAFF SERVICES MANAGER II	**DISTRICT/DIVISION/OFFICE** D22/DBFS/STATEWIDE FACILITIES	
WORKING TITLE Chief, Office of Statewide Facilities Planning and Operations	**POSITION NUMBER** 702-023-4801-004	**EFFECTIVE**

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 by being innovative and flexible; working cooperatively with customers, team members, business partners, and others; and treating everyone fairly, honestly and with respect. Your efforts are important to each member of the Caltrans team, as well as those we serve.

GENERAL STATEMENT: Under the general direction of the Chief, Office of Statewide Office Facilities Management and Assessment, a Staff Services Manager III, the incumbent has responsibility for planning, organizing, controlling, operating, and maintaining Caltrans office facilities on a statewide basis. Duties include full management and supervisory responsibilities for the following areas:

TYPICAL DUTIES:

Percentage	***Job Description***
45% (E)	The incumbent has statewide responsibility for building operations, maintenance, repairs, and projects involving office space and facility planning; incumbent is responsible for ensuring that statewide office buildings and additional offices inside the Sacramento Equipment Shop and Transportation Lab are maintained and operated in a safe and efficient manner; reviews and recommends new building repairs and projects; incumbent works with customers, management, and subordinate staff on facility projects and to secure leased facilities; incumbent initiates, reviews, analyzes and works in a team with the Budget Manager to review and approve the annual statewide facilities operations budget (in excess of $70 million) which includes funds to pay leased costs, and state owned building repairs and projects. The incumbent also works with the Department of General Services (DGS), State Fire Marshal, and Office of the State Architect, Budget Division, and Department of Finance on capital outlay projects. Incumbent oversees office space layouts, maintenance and repair projects, modular furniture design, and ADA compliance projects. The incumbent makes visits to district sites as needed to evaluate facilities needs and make recommendations to management and districts and works with stakeholders to evaluate and plan for facility needs.
20% (E)	The incumbent directly manages Staff Services Manager I employees involved with office buildings in the Sacramento downtown area and who provide support for 12 district office buildings and leased facilities statewide. This includes the Headquarters building, Royal Oaks Warehouse and office space at the Equipment Shop, and Transportation Lab (Translab), plus various leased buildings within the Sacramento downtown area. This includes daily operations, preventative maintenance, repairs and projects related to fire life safety compliance, Americans with Disabilities (ADA) compliance, and approved tenant improvements. This includes, but not limited to,

customer service, teamwork, facility inspections, project management, working with control and regulatory organizations agencies, and customers to ensure good service, and office safety. Promptly address and situations to resolve building code citations to ensure health and safety.

15% (M) Hazardous Waste Program: Supervises a Staff Services Manager I responsible for overseeing and coordinating the department's various programs involved with statewide hazardous waste such as asbestos, lead, and mold testing and abatement consultants and contractors.

15% (M) The incumbent oversees development and maintenance of service contracts and funds for routine building operations, maintenance, repairs, and projects. Responsible for monitoring the performance of numerous contracts including trades services such as, but not limited to, plumbing, electrical, and painting, plus fire life safety related contracts, modular systems furniture design and installations, moving services, roof maintenance, and other contracts critical for customer safety and service when related services are not adequately available from the Department of General Services. Work with staff and contractors to immediately correct any deficiencies.

5% (M) Seismic Retrofit Program: The incumbent supervises a Staff Services Manager I responsible to oversee the department's seismic retrofit program of all office, maintenance stations, transportation labs, transportation management centers, roadside rests, etc. (approximately 2,800 buildings statewide). Program includes preparation and evaluation of seismic surveys of all facilities, coordination of retrofit solutions with the Department of General Services and the Engineering Service Center; preparation of COBCP's necessary for securing appropriate funding and monitoring project progress.

SUPERVISION EXERCISED OVER OTHERS

The Chief, Office of Facilities Planning and Operations, provides direct and indirect supervision of professional staff as follows:

Staff Services Manager I employees

This position is responsible for providing exemplary leadership, developing office goals, developing and monitoring budgets, instilling an environment of customer service and evaluating employee performance.

In the absence of the Chief, Office of Statewide Office Facilities Management and Assessment, incumbent may also function as Acting Chief.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of laws, rules, policies and practices related to the facilities operations and planning program utilized by the State and be able to interpret and apply them; must be familiar with the Departmental missions 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; must be able to express ideas and present information clearly and logically, both orally and in writing; and the incumbent must be able to develop and utilize effectively all available resources within the Office of Facilities Planning and Operations.

The incumbent must be able to reason logically and creatively, utilize a variety of analytical techniques in resolving many managerial problems within the Office of Facilities Planning and Operations. The incumbent must establish, implement and maintain a system to monitor performance against planned work, provide Departmental planning and evaluation reports, evaluate degrees of accountability and appropriate levels of delegation and recommend changes as required by management.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

The incumbent has responsibility for all Statewide Facilities Operations and Planning activities. Current annual budget is in excess of $70 million. Inappropriate decisions in this area can have a direct, adverse impact on the departmental programs, which could result in the loss of effectiveness in those programs, could compromise the health and safety of employees or the public, and could cost the State substantial money, time, and inconvenience.

PUBLIC AND INTERNAL CONTACTS

The incumbent independently consults with and advises employees at all levels within the Department as well as with staff from the Department of General Services, Real Estate Services Division. Current workload requires constant contact with all districts, various program managers and with the Department of General Services. This position works on a regular basis with the general public including vendors, contractors, developers, etc. This position requires travel 25% of the time to monitor and evaluate the Department's facilities program. This information is necessary in making necessary changes in procedures or recommendations for Caltrans executive management.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

The position requires sitting for prolonged periods more than 10 minutes at a time and utilizing a computer keyboard and monitor for prolonged periods. This position will be required to tour buildings and facilities throughout the State and walk or stand for hours at a time. Employee must be able to concentrate in order to meet strict deadlines on time. Emotional requirement includes the ability to develop and maintain cooperative working relationships; respond appropriately to multiple workload request and conflicting deadlines. Employee must be willing to be contacted and respond to building emergencies and problems seven days per week and 24 hours per day (24/7) on an as needed basis.

WORK ENVIRONMENT

The duties of this position are performed in a modern office setting, of mixed hard-walled and modular furniture design. This position requires occasional travel to the districts to monitor, evaluate, and assess the Department's assets and facility projects. Travel outside of the office is conducted in either a personal or state-owned vehicle, or by train or airplane when required. The primary workspace is of modular design, containing computer and telecommunications equipment.

I certify that I can perform the duties listed above with/without reasonable accommodation.[2]

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EMPLOYEE DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

_____

SUPERVISOR DATE

[1] Refer to Appendix A to determine if a duty is essential or marginal.
[2] If you believe you may require reasonable accommodation, please discuss this with the 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.