

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 26811	DGS OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Region I - Natural Resources Building	REPORTING LOCATION 715 P Street, Sacramento, CA 95814	
SCHEDULE (DAYS / HOURS) Monday - Friday / 8AM-5PM	POSITION NUMBER 308-970-6675-XXX	CBID S12
CLASS TITLE Office Building Manager I	WORKING TITLE Assistant Building Manager	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

**POSITION CONCEPT**

Under the general direction of the Office Building Manager IV in the Facilities Management Division, Natural Resources Building, the Office Building Manager I serves as Assistant Building Manager and is responsible for planning and directing the work of a medium staff engaged in the overall custodial operations and/or maintenance services for state-owned and occupied buildings and grounds of approximately 875,000 SQ FT, in accordance with Facilities Management Division (FMD) policies and procedures. This position is responsible for the customer services oversight, and for assisting in the management and administration of the operational budget.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

**Medical Evaluation**

This position requires Medical Evaluation clearance.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Supervises the day-to-day operations of assigned building(s) and staff by assigning and reviewing work, resolving buildings and grounds maintenance problems, preparing written operational plans, and implementing the preventative maintenance program and custodial operations that comply with the manufacturer's operating and maintenance manual recommendations, in order to properly maintain State-owned buildings, deliver effective, high-quality services and ensure customer satisfaction in accordance with all applicable DGS policies, rules, regulations and strategic plans.
20%	Develops estimates and recommendations for repair, maintenance, and custodial operations by estimating necessary repairs, requisitioning, receiving, and distributing supplies, tools, and equipment, and supervising necessary repairs and alterations in order to project cost variances, and control and reduce square footage costs, to ensure fiscally responsible spending in accordance with Department of Finance guidelines, the State Administrative Manual, and all applicable DGS policies, rules, regulations, and strategic plans.

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PERCENTAGE	DESCRIPTION
15%	Performs project management of contracted-services, building and tenant alterations, capital improvements, and special repairs by reviewing plans, specifications, and change orders, monitoring progress with the assistance of subordinate supervisors and skilled staff, coordinating project completion, contractors, building staff and tenants during project construction, and assisting in adjusting space utilization requirements in order to preserve the integrity of building design and protect the State's investment, and mitigate tenant complaints to ensure cooperative relationships with building occupants and timely completion of building improvement projects.
15%	Supervises, directs and evaluates subordinate staff by monitoring and establishing performance expectations and requirements, completing timely performance evaluations, providing training opportunities, hiring and maintaining adequate staff, managing staff requests for time off, and approving or denying Project Accounting and Leave (PAL) entries for attendance purposes in order to meet program goals and objectives in accordance with all applicable DGS policies, rules and regulations.
10%	Administers health and safety programs and related training by directing staff to comply with laws and regulations, updating Injury and Illness Prevention Program plans, and performing thorough routine inspections of all assigned buildings for safety requirements in order to maintain a safe and healthy environment for all staff and tenants and ensure compliance with the rules, regulations and guidelines set forth in the Occupational Safety and Health Administration and FMD Environmental Safety and Health Unit.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Ensures subordinate staff maintain professional and technical knowledge of building operations manuals, technical equipment functions, and related topics by coordinating and supervising the training of craftspersons and other operations personnel to ensure continuous operations and general functions of the division as mandated by applicable laws, rules and regulations, in order to improve the efficiency of the unit.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Professional office environment including modular workstations with telephones, computers, copy machines, mail/filing room, and several private offices.

Work in low-rise to high-rise public office building environment.

Work requires daily use of computer, office equipment and a variety of office software applications.

May be required to work in the regional location and work hours necessary to mitigate a building emergency, meet deadlines, or complete tasks.

Some travel may be required, including travel to other regional buildings in order to conduct site visits and inspect the work performance of staff when needed.

Fast-paced work environment with competing priorities and multiple deadlines.

Occasional exposure to noisy work areas, equipment and/or machinery located in open and confined spaces.

Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties.

FMD will provide a cell phone and messages shall be returned promptly.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED