STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA- **011906-FMD**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Region II, Marysville	CLASS TITLE Chief Engineer II
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 703 B Street
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-010-6695-001

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Office Building Manager II, the incumbent plans, supervises, directs, and coordinates the work of civil service engineers, trades and crafts staff assigned to perform service work at the Cal Trans District 3 Headquarters Building. Responsibilities include work related to state-owned and occupied real property to provide services to maintain or improve the buildings, equipment and occupied spaces.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	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. The Region II, Cal Trans District 3 Headquarters building is located at 703 B Street in Marysville, CA. It is an innovative 5-story facility occupying approximately 210,000 gross square feet of office space. All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), FMD manuals, Real Estate Service Division (RESD) and FMD strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair all building systems following published guidelines (i.e., SAM, FMD, DGS) and published industry standards (i.e., BOMA (Building Office Managers Association), IEEE (Institute of Electrical and Electronic Engineers), NEI (National Energy Institute), CCR (California Code of Regulations), NFPA (National Fire Protection Association), NEC (National Electrical Code), ADA (American with Disabilities Act), and Operations and Maintenance (O&E) manuals. Assignment may require temporary shift change or building location change. **SPECIAL REQUIREMENT** **<u>Medical Evaluation</u>** **This position requires Medical Evaluation clearance.**

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
35%	**ESSENTIAL FUNCTIONS** In order to supervise employees following DGS guidelines and SPB/DPA laws and rules: • Plans, assigns and supervises work of skilled and semi-skilled workers engaged in the operation, maintenance and repair of heating, ventilating, air conditioning, plumbing, electrical, mechanical, controls, building automation, energy management, fire-life & safety and related systems. • Plans, assigns and supervises trades and crafts work in the operation, maintenance and repair of the facilities. • Administers special repairs and special projects related to building operations and maintenance from initiation to completion. • Ensures that facilities, equipment rooms, work areas, equipment and tools are operational, clean, orderly and safe.
20%	**Administrative and Supervisory Responsibilities**: ***Employee Leave Accounting*** In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provision and State Personnel Board or Department of Personnel Administration laws and rules, and effectively manages and directs subordinate staff in accordance with established Equal Employment Opportunity and personnel policies, rules and regulations: • Grants or denies subordinate staff request for time off or requests to work overtime. • Ensures subordinate staff has sufficient leave credits available for the requested leave. • Oversees subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), Absence without Leave (AWOL), etc. • Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO's semi-monthly or monthly payroll cut-off date in order to ensure issuance of a SCO warrant for pay day. • Approves or disapproves PAL entries for subordinate staff within three (3) working days after the completion of the pay period. This is to ensure the correct issuance of a SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered. ***Employee Performance*** In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, and established personnel, equal employment opportunity, and MOU provisions, policies, rules, and regulations: • Identifies performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction. • Evaluates staff performance and provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular documented discussions. Feedback can also take the form of recommending appropriate action including but not limited to salary adjustments and denial of employee's Merit Salary Adjustments. • Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. • Sustain employee performance using the departmental constructive intervention and progressive discipline principles and processes. • Prepares daily, weekly and monthly management unit reports to Building Manager using established BPM forms and report formats. ***Staffing Level Responsibilities*** In order to avoid the loss of coded budgeted positions and to maintain adequate staffing levels for maintenance, engineering, grounds or custodial operations in accordance with Section 14699 through 14973 of the Government Code, the Excellence in Public Building Initiative, and Building Office Management Association (BOMA) industry standards: • Follows the FMD's Request for Personnel Action (RPA) process for recruitment of vacant or new positions.

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20%	• Reviews the duty statement and organizational chart provided by the Personnel Liaison (PL) for accuracy on the specific position being recruited. • Posts the Employment Opportunity Bulletin (aka JOB) and the Local Post & Bid (P&B) form, if applicable, at the work sites of your employees. • Conducts hiring interviews after verifying eligibility with the Office of Human Resources' (OHR) staff. • Advises all appropriate personnel of candidate selection/proposed hire securing departmental approvals, ensuring pre-hiring requirements (documents) are completed and cleared by OHR, and proposed start date has been communicated to OHR through telephone or email communication. In order to perform administration functions per Departmental Guidelines. • Performs personnel administration duties. Evaluates staff performance and recommend appropriate action including but not limited to merit salary adjustments and progressive discipline. • Provides and performs training for staff members both technical and Departmental. Identify staff training needs through assessment based on facility operational and maintenance requirements. In order to prepare the budget, requisitions, contracts and reports in accordance with DGS/Finance guidelines and regulations. • Prepares requisitions including quotes and proposals for supplies, parts and additional labor necessary for the repair and maintenance of the facilities heating, ventilation, air conditioning, plumbing, electrical, controls, building automation, energy management, fire-life & safety and related systems. • Assists the Building Manager in annual budget preparation, five-year planning, special repairs and special projects. • Provides assistance in the preparation of contracts, including proposals to the client agency related to the operations and maintenance of the facility. • Prepares reports related to the operations and maintenance of the facility and keeps or directs record keeping.
10%	**Staff's Regional Equipment** Maintains supply, products, tools and logs equipment inventories following DGS policies, Procurement purchasing polices, SAM,FMD guidelines: • Determines supplies, products, tools and logs equipment needed for staff to perform their maintenance assignments. • Gathers prices and makes comparisons using catalogs, the Internet and vendor/supplier prices and estimates • Recommends appropriate purchases according to comparisons. • Ensures weekly inventory is completed doing a physical and visual shelf count. • Records inventory count in Microsoft Office (MS) and Maximo databases using a personal computer.
10%	**Management Support** Investigates problems on behalf of Building Manager, in Building Manager's absence, to resolves client/tenant complaints regarding facility operations and maintenance issues.
5%	**MARGINAL FUNCTIONS** • Maintains professional and technical knowledge by continuing review of trade publications, establishing professional networking, participation in related professional organizations. • Keeps updated with latest professional and trade trends and information through training, workshops and research. • Maintains professional and ethical work standards by attending DGS sponsored sexual harassment, cultural diversity and workplace violence training.

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KNOWLEDGE AND ABILITIES:

Knowledge of: Heating, ventilating, refrigeration, and air-conditioning systems, and methods, materials, and tools used in their operation, maintenance, and repair; electrical, water, sewage, elevator, and other mechanical systems, and methods, materials, and tools used in their operation, maintenance, and repair; Safety Orders of the California Division of Industrial Safety applying to heating, electrical, and other related mechanical equipment; analysis and treatment of boiler feed water; principles of effective supervision; department's Equal Employment Opportunity objectives; a supervisor's role in the Equal Employment Opportunity Program and the processes available to program objectives.

Ability to: Read and write English at a level required for successful job performance; direct the work of installing, operating, and maintaining heating, ventilating, refrigeration, and air-conditioning systems, auxiliary electrical plants and other mechanical systems; read, interpret, and work from plans, drawings, and specifications; keep accurate records and prepare reports; think and act quickly in emergencies; plan and direct the work of skilled craftsmen and semiskilled workers; effectively contribute to the department's equal opportunity objectives.

DESIRABLE QUALIFICATIONS

- Energy Management Systems principles and applications.
- Possess a universal CFC certificate
- Possess a valid California's Drivers License

SPECIAL PERSONAL CHARACTERISTICS

- Good record of attendance and punctuality.
- Willingness to occasionally work at other than regular shifts and extended hours if necessary.

INTERPERSONAL SKILLS

- Work well independently or with a team.
- Follow work rules, take orders and follow instructions.
- Keep regular work schedule and flexibility to adjust when necessary.
- Focus attention to details and complete projects.

WORK ENVIRONMENT, MENTAL and PHYSICAL REQUIREMENTS:

WORK ENVIRONMENT

- Office buildings ranging from single story to high-rise (10 floors and above).
- May need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor.
- Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.
- Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.
- Work in public-accessed areas.
- Work in noisy areas or with noisy equipment or machinery.
- Work in any facility within the regional location.
- May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
- May require occasional overtime.
- Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.
- Work in inclement weather including rain, heat, and cold.

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	PHYSICAL ENVIRONMENT • Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling, crawling or squatting while performing duties. • Repetitively grip, grasp, and manipulate hand movement while using tools or power equipment applicable to job being performed. • Climb stairs or ladders, use power and noise producing tools or equipment. • Must have a valid California Driver's License, Class C. • Reach or stretch by extending hand(s) or arm(s) in any direction. Reach high spaces by climbing a ladder or operating a lift. • Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Wear safety equipment during the performance of duties, i.e., ear plugs when working in machine spaces; dust masks when expose to harmful dust particle, eye goggles when expose to airborne particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support. • Visual inspection of the operation of machinery/equipment or sound of proper operating equipment/ equipment. ***MENTAL ABILITIES*** • Read, understand, follow and enforce safety procedures. • Understand written and verbal communication. • Read, understand, and follow instructions on manufacture's label for use of products. • Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals. • Apply common sense in personal safety and safety of equipment being used in the performance of duties.