

DUTY STATEMENT**FINAL**

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-

012076-FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Region II – Sacramento Downtown Buildings	CLASS TITLE Office Building Manager I
WORKING DAYS AND WORKING HOURS Monday, Wednesday and Friday – 8am to 5pm and Tuesday & Thursday – 1pm to 9:30pm	SPECIFIC LOCATION ASSIGNED TO 901 P Street, Sacramento
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-036-6675-001

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 general direction of the Office Building Manager III, plan the work and direct the staff engaged in the maintenance, repair, custodial operations, grounds, and other services for the Paul Bonderson building. In addition, the incumbent will oversee the Regional Custodial Program in Redding, Marysville, Stockton, and Sacramento Management Units.

% 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)

**THIS POSITION IS LIMITED-TERM, 12-MONTHS.
THIS POSITION MAY BE EXTENDED, MAY BE TERMINATED AT ANY TIME,
OR MAY BECOME PERMANENT AT A LATER DATE.**

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 WORK SCHEDULE FOR THIS POSITION IS AS FOLLOWS –
Monday, Wednesday and Friday – 8am to 5pm and Tuesday & Thursday – 1pm to 9:30pm
Days off are Saturday and Sunday**

SPECIAL REQUIREMENTMedical Evaluation

This position requires Medical Evaluation clearance.

The Region II Downtown Management Unit provides full facility maintenance services for 1,196,206 square feet of State-owned property in downtown Sacramento. Full service buildings include the following: California Energy Commission, 1516-9th Street (145,476 sq. ft., 4-story office building); Gregory Bateson Building, 1600-9th Street (267,000 sq. ft., 4-story office building); Paul Bonderson Building, 901 P Street (137,297 sq. ft., 4-story office); the CAL Net Building, 1115 P Street (9,600 sq. ft., 1-story office building).

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.

Partial service maintenance is provided for 461,015 gross square feet of mixed-use space. Partial service buildings include the following: 9th Street Garage, 1500-10th Street (office & 6 story garage); 11th Street Garage, 1517-11th Street (449,125 sq. ft./office & 6-story garage), 10th Street Garage, 1416-10th Street (7,690 sq. ft., /office and 5-story garage), 8th & Q Garage, 800 Q Street (4,200 sq. ft., office & 7-story garage).

This position is responsible for the partial services building listed above and full facility maintenance services for 581,236 sq. ft. for the following buildings:

145,746 sq. ft., 4-story office building California Energy Commission, 1516-9th Street
267,000 sq. ft., 4-story office building Gregory Bateson Building, 1600-9th Street
137,297 sq. ft., 4-story office building Paul Bonderson Building, 901 P Street
9,600 sq. ft., 1-story office building CAL Net Building, 1115 P Street

The Paul Bonderson Building is located at 901 P Street, Sacramento, CA 95814. It is a 4-story facility consisting of 137,297 square feet of office space and an onsite daycare facility.

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 and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Although normal business hours are 8:00 a.m.-5:00 p.m., incumbent may be called upon once a week to overlap work hours in order to perform building and custodial inspections and expected to respond at any time of the day or night. FMD will provide incumbent with a cell phone for this purpose. Cell phone messages shall be returned promptly.

DUTIES

The incumbent plans the work of a small staff engaged in the maintenance, custodial operations, upkeep and other services for the State-owned and occupied building and grounds. The staff may include skilled crafts supervisors, stationary engineers, and custodial supervisors. The work is performed in order to maintain and repair all building systems in accordance with published guidelines as set forth in Sections 14600 through 14973 of the Government Code, the Department of General Services (DGS), Division of the State Architect (DSA) Excellence in Public Building Initiative, and the Building Owners and Managers Association (BOMA) industry standards. The incumbent apply sustainable work practices in the operation and maintenance of all building systems and equipment.

ESSENTIAL FUNCTIONS

25% **Facility Operations and Maintenance**

The Office Building Manager I will provide customer service in directing guidelines to the subordinate staff following the DGS/FMD policies, strategic plans and manuals to ensure preservation of the state's investment:

- Oversee Facilities Management Division program services to maintain State owned buildings in order to deliver effective high quality services to occupant/customers.
- Implement maintenance and repair services including but not limited to cleaning, grounds care, trades/crafts, security/guard, HVAC, automation systems, structural systems, and interior finishes to ensure preservation of the State's investment.
- Promote and ensure customer satisfaction by overseeing service delivery to provide productive business environments for staff and occupants.
- Prepare written operational plans for the buildings and its grounds to provide efficient and effective administrative, fiscal, engineering/trades, custodial and security programs.
- Resolve operational problems related to the buildings and its grounds to maintain a healthy and safe environment for all staff, customers, and the public.
- Ensure delivery of construction warranties of new building(s) and related systems by formal and timely written notice to contractors when corrections are needed to ensure suitable operations of designed construction.

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 deny subordinate staff request for time off or requests to work overtime.
- Ensures subordinate staff has sufficient leave credits available for the requested leave.
- Oversee supervisors who enter 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 payday.
- 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:

- Identify performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction.
- Monitors performance through various production documents, supervisor's daily reports, personal observations, and by following-up with employee to ensure that performance expectations are being met.
- Provides feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions.
- Sustains employee performance using the departmental constructive intervention and progressive discipline principles and processes.
- Prepares daily, weekly, and monthly management unit reports to Regional Manager using established FMD forms and report formats.

Staffing Level Responsibilities

In order to avoid the loss of 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.
- Reviews the duty statement and organizational chart provided by the Personnel Liaison (PL) for accuracy on the specific position being recruited.
- Post 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.

20%

Budget Management

The Office Building Manager I will assist in preparing the Region's annual budget to analyze past year's expenditures to accurately project both succeeding year's operational and 5-year Special Repairs plans:

- Monitor expenditures to ensure appropriate spending of Department of Finance approved budgets. Analyze costs and oversee subordinate supervisor's analysis of costs to seek ways to control and reduce square footage costs as compared to BOMA expense comparisons for government facilities.
- Direct the requisition, receipt, and distribution of supplies, tools, and equipment to accomplish buildings and grounds work in accordance with DGS procurement laws and guidelines. Reviews all financial reports, including expenses and personal services providing variance explanations to demonstrate diligence in controlling allocated budget funds.
- Utilize ABMS reporting and time recording systems, Maximo, MS Office, and other related software programs to provide written summaries of budget reviews to FMD Regional Manager.

15%

Project Management

The Office Building Manager I will coordinate on behalf of building/tenant alterations and capital improvements/special repairs:

- Reviews plans, specifications, change orders and monitors their progress to ensure quality control of building standards to preserve the integrity of asset design thereby protecting the State's and occupant's investment.
- Maintains cooperative team relations with other RESD units responsible for elements of project

completion, contractors, building staff, and tenants during project construction.

- Proactively participates to resolve project problems in order to maintain timeliness of schedule and quality control to promote good tenant experience.
- Responds promptly to emergencies and assess overall damage caused by emergency event(s) to mitigate damage to State's investment.
- Coordinates and directs disaster recovery plans to return building and occupant operations to avoid building shutdowns.

Health and Safety

15%

The Office Building Manager I will administer the health and safety programs to comply with laws and regulations, including but not limited to:

- Air toxins, emissions, CFC's (AB 2588); Asbestos (AB 3713); Pesticides, hazardous wastes (PCB's); Safety training (AB 2189); Injury and illness prevention (IIPP); Worker's Compensation (Title 8 and SB 198).
- Collaborate with the Department of Industrial Relations, Occupational Health and Safety Administration Division (OSHA) to do thorough routine inspections of all state and privately owned buildings for safety requirements.
- Directs staff on asbestos regulation requirements.
- Prepares and implement plans for Emergency Response, Disaster Recovery and Business Resumption, Hazardous Materials and Waste Manifest to enact prompt mitigation responses upon immediate notice.
- Interprets and notify staff and/or occupants of newly established law requirements.
- Modify written maintenance/operational processes, record keeping and reporting to ensure proper training for all staff.

5%

General Administration

The Office Building Manager I direct the administrative operations of the office in accordance with DGS/OHR procedures to comply with SPB, DPA, and Federal Labor Laws as per DGS guidelines:

- Directs office administrative operations in accordance with DGS guidelines to ensure proper records management, invoice submittal for payments, unit reporting as required for compilation of mandated programs such as recycled product purchases, waste stream management, and small business participation.
- Hires and supervises personnel, performs probationary reviews, annual Individual Development Plans, constructive intervention, disciplinary actions, and training to enhance personnel growth.
- Ensures distribution of information of commute management, new legislation or changes, merit award suggestion programs, JOB postings to keep staff informed of DGS programs and employee benefits.
- Understands and enforces Collective Bargaining Agreements to diminish prospective employee grievances.
- Authors and implements sustainable building practices plans including energy management policies, use of green custodial products, development, and implementation of biological landscape maintenance programs, contracts for services to establish routine sustainable practices in accordance with AB 75.

KNOWLEDGE AND ABILITIES:

Knowledge of: Methods of caring for public buildings and grounds; repair and operation of various types of building equipment; kind, quality, and amount of material and supplies used in building and ground maintenance and methods used in requisitioning, receiving, checking, storing, and issuing them; methods of heating, lighting, cleaning, and ventilating large buildings; requirements, methods, and practices of the common trades and crafts; principles of personnel management and effective supervision; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Read and write English at a level required for successful job performance; direct the work of others; read and interpret plans, drawings, and specifications; estimate the cost of materials and labor involved in making alterations; maintain records and prepare concise reports; maintain cooperative relations with building occupants; analyze situations accurately and take effective action; effectively contribute to the department's affirmative action objectives.

DESIRABLE QUALIFICATIONS

- The incumbent is desired to possess and maintain a valid California Driver's License, Class C in order to drive self, staff, supplies and/or equipment from one building site to another while driving a State vehicle in order to perform the duties of the OBM I.

ADDITIONAL DESIRABLE QUALIFICATIONS

- Assume responsibility for a large State-owned real property asset.
- Manage and guide supervisors in achieving both good quality staff and customer relationships.
- Exercise tactful mature judgment.
- Make difficult and timely decisions.
- Display loyalty and discretion.
- Function in a fast-paced, highly stressful work environment.
- Self-starter, who organizes assignments, set priorities and work independently.
- Principle, practices, and trends of public administration.
- Supervision and organizational skills.
- Budgeting and sound management of fiscal resources.
- Management information systems, strategic business planning, and program development.
- Principles and practices of employee development, training, and personnel management.
- Awareness of policies governing Labor Relations, Equal Employment Opportunity, Formal, and Informal aspects of the legislative process.
- Awareness of goals and policies of DGS administration.
- Plan, supervise, direct, and coordinate the work of a multidisciplinary staff.
- Develops, evaluates, and utilizes all available resources.
- Establish alternatives and maintain project.
- Promote and is accountable for the quality service provided to customers.
- Initiate or recommend changes that promote innovative solutions to meet customer needs.
- Review and edit written reports.

INTERPERSONAL SKILLS

- Ability to work well within a team environment.
- Motivate staff.
- Deliver high quality customer service.
- Maintain good working relationships.
- Communicate information both verbally and in writing in a clear and concise manner.
- Skills in efficiency, effectiveness, conscientiousness, and professionalism.
- Gain the confidence and cooperation of those contracted during the course of work.
- Consult with and advise administrators or others interested parties on a wide variety of subject-matter areas.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:***WORK ENVIRONMENT***

- Work in low-rise (6 floors or lower) to high-rise (7 floors and higher) office-building environment.
- Professional office environment.
- Wear appropriate business attire for the work environment.
- Occasional exposure to mechanical equipment open and confined spaces.
- Occasional exposure to noisy work areas, equipment, or machinery.
- Willingness to work in any regional location and to work hours necessary to mitigate a building emergency, meet deadlines or complete tasks.