

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.

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011503-FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED East End Complex, Sacramento	CLASS TITLE Custodian Supervisor III
WORKING DAYS AND WORKING HOURS Monday through Friday 2:00pm to 11:00pm	SPECIFIC LOCATION ASSIGNED TO 1616 Capitol Ave., Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-204-2001-001

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 I, the incumbent is responsible for the completion of all building custodial services, including safety, property and employee development.

% 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)
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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 East End Complex, located in Region IV in Sacramento, CA, includes five state-of-the-art structures ranging in height from five to seven stories. The Complex offers many amenities including 24 site-specific public art projects, an auditorium and conference center, an on-site child care facility, a full service restaurant, and a firm commitment to sustainable practices and energy efficiencies.

The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.

DUTIES

Supervises by directing the workload of custodial staff in order to clean and maintain buildings by following published guidelines including the State Administrative Manual, Department of General Services, Facilities Management Division (FMD) manuals, FMD strategic plans, and the Excellence in Public Buildings Initiative and published industry standards (i.e., BOMA). **Assignment may require temporary shift change or building location change.**

SPECIAL REQUIREMENTMedical Evaluation

This position requires Medical Evaluation clearance.

ESSENTIAL FUNCTIONS

35%

In order to ensure a clean building in accordance with BOMA standards and the FMD Cleaning Manual. Using MS Office, ABMS, PAL and Maximo:

- Schedules custodial shifts and enters daily attendance records and injury reports.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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20%	<ul style="list-style-type: none"> • Summarizes daily building activities and staff attendance and completed assignments on the Supervisor's Daily Report. • Inspects assigned work areas for maintenance related work items and enters the information to generate work tickets. • Organizes and maintains records, files and technical listings of equipment. <p>In order to supervise custodial staff in accordance with Department of Personnel Administration and State Personnel Board laws and rules, Bargaining Unit Agreements guidelines, DGS policies and guidelines and Worker's Compensation and CalOSHA guidelines.</p> <ul style="list-style-type: none"> • Evaluates performance and provides training using FMD appraisal forms. • Provides injured employee with the Employee's Claim For Worker's Compensation Benefits (SCIF 3301) and completes the SCIF Occupational Injury Report (SCIF 3067). • Follows departmental Return to Work and Bargaining Unit Agreement guidelines for the purpose of returning employees to full duty. • Encourages staff participation in departmental training for upward mobility purposes.
20%	<p><u>Administrative and Supervisory Responsibilities</u></p> <p>In order to effectively manage and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, an established personnel equal opportunity, and MOU provisions, policies, rules and regulations:</p> <ul style="list-style-type: none"> • Monitor performance staff; provide feedback on performance; work with the Constructive Intervention Unit (CIU); report progress of discipline processes advising Regional Manager when adverse action steps are to be pursued ensuring all appropriate documentation is adequately prepared to proceed with actions; prepare management unit reports to Regional Manager. • Ensure subordinate supervisory staff is trained, understands and applies policies and practices in an effective manner including grant/deny staff request for time off or overtime requests; verifying staff have sufficient leave to cover requests; approve time in PAL system (time charged to projects, leave usage, approved leave without pay (dock or NDI), Absence without Leave (AWOL)) before SCO's semi-monthly or monthly payroll cut-off date in order to ensure timely issuance of pay and to ensure the correct issuance of a warrant is returned to SCO for late dock, and issuance of correct overtime pay due to an employee and proper billing for services rendered • Review, revise and/or compose duty statements/organizational charts for subordinate staff's positions. • Lead/participate in recruitments for positions; ensure DGS, CalHR and SPB policies and regulations are followed; work with the Personnel Liaison to ensure all approvals, pre-hiring requirements are completed and cleared by OHR, and proposed start date has been communicated to OHR.
10%	<p>In order to maintain supply, products, tools and equipment inventories following Procurement, SAM, FMD, DGS guidelines and industry standards.</p> <ul style="list-style-type: none"> • Determines supply, product, tool and equipment needs according to system specifications. • Gathers prices and makes comparisons using catalogs, the Internet, and vendor and supplier prices and estimates. • Recommends appropriate purchases according to comparisons. • Completes and submits requisition and obtains manager/supervisor approval as dictated by purchasing guidelines. • Assigns staff or personally performs weekly inventory by doing a physical and visual shelf count. • Records inventory count in Microsoft Office and/or Maximo database.
10%	<p>Maintains a safe and healthful environment for the benefit of all employees and the public, under direction of the Building Manager and FMD Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulations, the Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention (IIPP and SB 298), Workers' Compensation (Title 8 and SB 198), by promoting the health and safety programs as follows:</p> <ul style="list-style-type: none"> • Attends training in the handling of hazardous materials and use of environmental safeguards. • Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch coordinator. • Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and

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5%	<p>Business Resumption, and Hazardous Materials and Waste Manifest.</p> <ul style="list-style-type: none"> • Responds to service requests or emergencies as submitted by tenants or other FMD staff by following FMD guidelines and reports to supervisor when appropriate to ensure delivery of quality service. <p>MARGINAL FUNCTIONS</p> <p>Acts as backup in the absence of the Office Building Manager I, as directed by FMD managers or supervisors, at any regional facility, in order to assure continuous and efficient custodial operations. Support duties include communicating with building staff in person or via cellular telephone, 2-way radio, or other electronic devices, and taking appropriate action in response to service needs.</p> <p>May attend with, lead, or instruct other FMD team members in on-going safety training conducted locally.</p> <p>Performs custodial work by assisting with cleaning and custodial tasks as required in order to ensure a clean building environment in accordance with BOMA and FMD standards and guidelines.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas; use of purchase orders for janitorial supplies and equipment; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</p> <p>Ability to: Plan, organize, and direct the work of others; give on-the-job instruction in janitorial practices; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Education equivalent to completion of the eighth grade. • Possession of a valid California Driver's License, Class C to drive self, supplies and equipment from job sites to job sites. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to organize time efficiently and set effective priorities. • Ability to display good interaction skills. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Office buildings ranging from single story to ten stories. • Wear unaltered FMD supplied shirts and pants according to current policy. • Ability to stand for extended periods of time or walk extended distances. • Ability to climb stairs and ladders. • Ability to reach or stretch by extending hand(s) or arm(s) in any direction. • Ability to bend, stoop and kneel. • Ability to lift up to 50 pounds. • Ability to move about and work in confined spaces. • Requires ability to see and hear within normal parameters. • Requires willingness to work in any regional location. • May require ability to work overtime. <p>PHYSICAL ENVIRONMENT</p> <ul style="list-style-type: none"> • Typical work activities involved frequent and prolonged periods of standing, walking extended distances. Bending, stooping, kneeling or squatting while performing duties. • Repetitively grip, grasp, and manipulate hand movement while using tools or power equipment applicable to job being performed.

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	<ul style="list-style-type: none"> • Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles applicable to job being performed. • Reach or stretch by extending hand(s) or arm(s) in any direction. • Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Drive to other outlying buildings in order to inspect the work performance of staff. • Wear safety equipment during the performance of duties, i.e., ear plugs when using noise equipment; dust masks when working in dusty environment, eye goggles when using equipment, latex gloves when cleaning restrooms, cloth gloves when dusting, vacuuming or trashing, rubber boots or raingear and back support. • Visual inspection of the routes cleaned by staff or inspection of proper operation of machinery/equipment or sound of proper operating equipment. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Read, understand, follow and enforce safety procedures. • Understand written and verbal communication. • Read, understand, and follow instructions on manufacture's label for use of and/or mixture 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.