

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-

10886 - BPM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Building and Property Management Branch	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Southern Region – San Diego CalTrans-Dist 11	CLASS TITLE Chief Engineer II
WORKING DAYS AND WORKING HOURS Monday through Friday, Day shift 8:00a.m. to 5:00p.m.	SPECIFIC LOCATION ASSIGNED TO 4050 Taylor Street, San Diego CA. 92110
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-860-6695-001

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 supervises staff in the day-to-day operation, maintenance and repair of the HVAC and other mechanical, power and building systems of State owned and occupied buildings. Other related work may include administrative functions to assist the Building Property Management (BPM) in the Caltrans District 11 Building, Southern Region.

% 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 Southern Region, Caltrans District 11 Building is located at 4050 Taylor Street, San Diego in Old Town San Diego includes 5 structures ranging in height from 1 to 5 stories and an 815 space parking lot. The Caltrans, District 11 Building occupies twelve floors and approximately 508,672 square feet of office space.

DUTIES

The incumbent plans, assigns, directs and supervises the workload of staff, including skilled engineers, apprentices, maintenance mechanics, and building maintenance workers, in order to maintain and repair all building systems in accordance with guidelines of the Department of General Services (RESD) and BPM strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair all building systems, following published guidelines (i.e., SAM, BPM, DGS) and published industry standards (i.e., BOMA, ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers), SMACNA (Sheet Metal and Air Conditioning Contractor's National Association), IEEE (Institute of Electrical and Electronic Engineers), NEI (National Energy Institute). Assignment may require temporary shift change or building location change.

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

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

SUPERVISOR'S NAME (Print) Aaron Baker	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

GS 907T (REV. 03/05)

Day Shift, M-F 8am-5pm
RPA 10886-BPM, 308-860-6695-001

<p>% of time performing duties</p>	<p>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. <i>(Use additional sheet if necessary)</i></p>
<p>35%</p>	<p>ESSENTIAL FUNCTIONS</p> <p>In order to supervise employees following DGS guidelines and SPB/DPA laws and rules:</p> <ul style="list-style-type: none"> • 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. • Generates and distributes the Maximo work order tickets, PM Tickets, and agency work order tickets. • Completes and closes Maximo tickets and generates all Maximo reports to provide the monthly reports for the Building Manager. • 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.
<p>20%</p>	<p><u>Administrative and Supervisory Responsibilities:</u></p> <p>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:</p> <ul style="list-style-type: none"> • Grants or denies subordinate staff request for time off or requests to work overtime and ensures subordinate staff has sufficient leave credits available for the requested leave. • 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. <p>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:</p> <ul style="list-style-type: none"> • Identifies performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction and evaluates staff performance and recommend appropriate action including but not limited to merit salary adjustments and progressive discipline. Conducts timely IDPs and constructive intervention and knowledge of the Labor Relations and CIU requirements. • Provides and performs training for staff members both technical and Departmental. Identify staff training needs through assessment based on facility operational and maintenance requirements. <p>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:</p> <ul style="list-style-type: none"> • Reviews the duty statement and organizational chart provided by the Business Operations Policy & Planning (BOPP) Personnel Liaison (PL) for accuracy on the specific position being recruited. • Conducts hiring interviews after verifying eligibility with the Office of Human Resources' (OHR) staff and 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.
<p>20%</p>	<p>In order to prepare the budget, requisitions, contracts, personnel action requests and reports in accordance with DGS/Finance/Procurement/OHR guidelines and regulations:</p> <ul style="list-style-type: none"> • 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.

DUTY STATEMENT

GS 907T (REV. 03/05)

Day Shift, M-F 8am-5pm
RPA 10886-BPM, 308-860-6695-001

% 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. <i>(Use additional sheet if necessary)</i>
	<ul style="list-style-type: none"> 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%	<p>Staff's Regional Equipment</p> <p>Maintains supply, products, tools and logs equipment inventories following DGS policies, Procurement purchasing policies, SAM, BPM guidelines:</p> <ul style="list-style-type: none"> Determines supplies, products, tools and 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 and Maximo databases using a personal computer.
10%	<p>Management Support</p> <p>Investigates problems on behalf of Building Manager, in Building Manager's absence, to resolves client/tenant complaints regarding facility operations and maintenance issues. Assist with Project Management, reviewing plans and specifications. Assist the Building Manager with coordinating disaster recovery plans to return building and occupant operations to avoid building shutdowns.</p>
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> 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.
	<p>KNOWLEDGE AND ABILITIES:</p> <p>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 and the processes available to meet Equal Employment Opportunity objectives.</p> <p>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 Employment Opportunity objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> Energy Management Systems principles and applications. The incumbent will be required to possess and maintain a valid California Driver's License, Class C in

DUTY STATEMENT

GS 907T (REV. 03/05)

Day Shift, M-F 8am-5pm
RPA 10886-BPM, 308-860-6695-001

% 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. <i>(Use additional sheet if necessary)</i>
	<p>order to drive self, staff, supplies and/or equipment from one job site to another while driving a State vehicle in order to perform the duties of the Chief Engineer II in the Caltrans District 11 Building, Southern Region.</p> <ul style="list-style-type: none"> • The incumbent will be required to take and must pass the Department of Justice background and/or fingerprinting checks in order to work in the Caltrans District 11 Building and other restricted security access floors/buildings located in the Southern Region. • The incumbent will be required to take a medical examination and must be approved by CalHR. • Education equivalent to completion of the twelfth grade. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Good record of attendance and punctuality. • Willingness to work at other than regular shifts and extended hours if necessary. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Work well independently or in a team environment. • 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. • Ability to adapt to change and handle multiple tasks. <p>WORK ENVIRONMENT, MENTAL and PHYSICAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Work in a low-rise (6 floors lower) to a high-rise (7 floors and higher) office-building environment. • Wear unaltered BPM supplied shirts according to current policy. • 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 involved 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 ability to work overtime. • Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces. • Work in inclement weather including rain, heat and cold. <p>PHYSICAL ENVIRONMENT</p> <ul style="list-style-type: none"> • 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. • 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 that 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 exposed to harmful dust particles, eye goggles when exposed 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 of machinery/equipment.

DUTY STATEMENT

GS 907T (REV. 03/05)

Day Shift, M-F 8am-5pm
RPA 10886-BPM, 308-860-6695-001

% 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. <i>(Use additional sheet if necessary)</i>
	<p>MENTAL ABILITIES</p> <ul style="list-style-type: none">• Read and understand English in order to follow and enforce safety procedures.• Read, understand blue prints and schematics.• Understand written and verbal communications in English.• Read and understand English in order to 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.