

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-

11494 - FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Branch	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Bay Region–Santa Rosa Management Unit	CLASS TITLE Office Building Manager II
WORKING DAYS AND WORKING HOURS Monday through Friday, Day shift 8:00am to 5:00pm	SPECIFIC LOCATION ASSIGNED TO 50 D Street, Santa Rosa, CA 95404
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-480-6673-002

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 Regional Manager, the incumbent independently plans the work of others engaged in the day-to-day operations, maintenance, and repair and cleaning of the Santa Rosa Management Unit. The incumbent shall perform all necessary duties to provide continued operations for client agencies located within this property. The incumbent provides administrative, human resources, budgetary preparation, information technology, personnel administration, labor relations program, and customer service to the Santa Rosa State Office Building, Bay 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 Bay Region, Santa Rosa Management Unit, the incumbent will be required to work at the Santa Rosa State Office Building located at 50 D Street, Santa Rosa and the other partial service buildings: EDD, CHP (Marin and Santa Rosa) for a combined square footage for the Santa Rosa Management Unit of 133,454 square feet of office building space.

Although normal business hours are 8:00 a.m.-5:00 p.m., the incumbent may be called upon 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.

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.

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

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<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>SPECIAL REQUIREMENTS <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u> This position requires Background Investigation clearance.</p> <p>DUTIES The incumbent plans the work of a large staff engaged in the maintenance, custodian operations, upkeep and other services for the State-owned and occupied building and grounds. The staff may include skilled crafts supervisors, stationary engineers, and custodian 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), and the Division of the State Architect (DSA) Excellence in Public Building Initiative, and the Building Owners and Managers Association (BOMA) industry standards. The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.</p> <p>ESSENTIAL FUNCTIONS <u>Facility Operations and Maintenance</u> The Office Building Manager II will provide customer service in directing guidelines to the subordinate staff following the DGS/RES/DSA policies, strategic plans and manuals to ensure preservation of the state's investment:</p> <ul style="list-style-type: none"> • Oversees Facilities Management Branch (FMD) program services to maintain State owned buildings in order to deliver effective high quality services to occupant/customer. • Implements the 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. • Promotes and ensures customer satisfaction by overseeing service delivery to provide productive business environments for staff and occupants. • Prepares written operational plans for the buildings and its grounds to provide efficient and effective administrative, fiscal, engineering/trades, custodial and security programs. • Resolves operational problems related to the buildings and its grounds to maintain a healthy and safe environment for all staff, customers and the public. • Ensures 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.
<p>20%</p>	<p><u>Budget Management</u> The Office Building Manager II assists in preparing the Santa Rosa Management Unit's annual budget to analyze past year's expenditures to accurately project both succeeding year's operational and 5-year Special Repairs plans:</p> <ul style="list-style-type: none"> • Monitors expenditures to ensure appropriate spending of Department of Finance approved budgets. Analyzes costs and oversees 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. • Directs 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. • Utilizes 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.

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15%	<p>ADMINISTRATIVE AND SUPERVISORY RESPONSIBILITIES:</p> <p><u>Employee Leave Accounting</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 California Department of Human Resources (CalHR) 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. • Ensures subordinate staff has sufficient leave credits available for the requested leave. • Oversees 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 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. <p><u>Employee Performance</u></p> <p>In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, an 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. • Monitors performance through various production documents, supervisor's daily reports, personnel 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. <p><u>Staffing Level Responsibilities</u></p> <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"> • 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 Executive/Administration, FMD 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 Executive/Administration, FMD PL. • Advises all appropriate personnel of candidate selection/proposed hire securing departmental approvals, ensuring pre-hiring requirements (documents) are completed and cleared by Executive/Administration, FMD PL, and proposed start date has been communicated to FMD PL, through telephone or email communication.

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15%	<p><u>Project Management</u> The Office Building Manager II coordinates on behalf of building/tenant alterations and capital improvements/special repairs:</p> <ul style="list-style-type: none"> • 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 via telephone and personal visits to the property or area to assess overall damage caused by emergency event(s) and to ensure damage mitigation by organized, prompt and timely repair. • Coordinates and directs disaster recovery plans to return building and occupant operations to avoid building shutdowns.
10%	<p><u>Health and Safety</u> The Office Building Manager II administers health and safety programs to comply with laws and regulations, including, but not limited to:</p> <ul style="list-style-type: none"> • Oversees air toxins, emissions, CFC's (AB 2588); Asbestos (AB 3713); Pesticides, hazardous wastes (PCB's) training; Safety training (AB 2189); Injury and illness prevention (IIPP); Worker's Compensation (Title 8 and SB 198). • Collaborates 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 implements plans for Emergency Response, Disaster Recovery and Business Resumption, Hazardous Materials and Waste Manifest to enact prompt mitigation responses upon immediate notice. • Interprets and notifies staff and/or occupants of newly established law requirements. • Modifies written maintenance/operational processes, record keeping and reporting to ensure proper training for all staff.
5%	<p><u>MARGINAL FUNCTIONS</u> Ensures that the technical building operations manuals or technical equipment functions are understood by the appropriate staff by providing training or assigning the reading of same in order to provide compliance with the general functions of the branch as mandated by Government Code Sections 14600 through 19473 and the Excellence in Public Buildings Initiative.</p> <p>Oversees and directs the performance of corrective work including, but not limited to, resetting computer controls for buildings' systems such as life safety, mechanical, lighting, security in order to return a building to normal function in accordance with owner's manuals by following the manufacturer's operating guidelines and specifications.</p> <p>KNOWLEDGE AND ABILITIES: Knowledge of: Methods of caring for large 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; modern 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 Equal Employment Opportunity (EEO) objectives; a manager's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives.</p>

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	<p>Ability to: Read and write English at a level required for successful job performance; maintain discipline over a large maintenance, repair and custodial staff; 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 Equal Employment Opportunity objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> The incumbent will be required to possess and maintain a valid California Driver's License, Class C in order to drive a State vehicle in order to perform the duties of the OBM II in the Santa Rosa Management Unit located in the FMD Bay Region. Education equivalent to completion of the twelfth grade. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> Willingness to work in any regional location. <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> Work independently, organize, and set priorities. Broad understanding of real estate principles and business management. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> Work well with a team; motivate staff; deliver high quality customer service; maintain good working relationships; communicate information, both verbally and in writing, in a clear and concise manner. Display efficiency, effectiveness, conscientiousness and professionalism. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment. Business office environment. Wear appropriate business attire for the work environment. Make prompt decisions and meet ever-changing deadlines. Multi-task. 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. <p>PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties. May climb stairs and/or ladders. Reach or stretch by extending hand(s) or arm(s) in any direction. Move about and work in confined spaces. Drive a State vehicle to field office locations in the FMD Bay Region including but not limited to the DOJ/CHP facilities and FMD Headquarters in Sacramento. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> Make prompt decisions and meet ever-changing deadlines. Broad understanding of real estate principles and business management.