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- **011332-FMD**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Capitol Historic Region – Sacramento	CLASS TITLE Custodian Supervisor II
WORKING DAYS AND WORKING HOURS Monday through Friday 5:00pm to 1:30am	SPECIFIC LOCATION ASSIGNED TO State Capitol
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-234-2002-925

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 Custodian Supervisor III and/or the Office Building Manager, the incumbent is responsible for the supervising the night shift custodial staff in the Department of General Services Capitol Historic 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 Capitol Historic is a 6 story historical structure located within the Capitol Historic Region in Sacramento. And includes a basement consisting of 482,250 square feet and the Legislative Office Building 237,000 square feet. 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. Incumbent ensures that facility maintenance practices, supplies, and chemicals used in the cleaning of common interior and outside areas are environmentally friendly and follow State sustainability mandates. Ensures that all staff upholds efficient and effective individual, and team job performance. Ensures that high levels of cleanliness are maintained in all areas. **SPECIAL REQUIREMENTS** **Medical Evaluation** This position requires Medical Evaluation clearance **Background Evaluation** This position requires Background investigation 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

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	DUTIES Supervises by directing the workload of night shift custodial staff in order to clean and maintain building by following published guidelines; including the State Administrative Manual, Department of General Services, Facilities Management Division (FMD) manuals, Real Estate Service Division (RESD) and FMD strategic plans, the Excellence in Public Buildings Initiative, and published industry standards (i.e., BOMA). **ESSENTIAL FUNCTIONS**
25%	In order to ensure clean buildings in accordance with Departmental, Best Practices, and industry standards, and using MS Office, ABMS, PAL and Maximo, responsibilities include but are not limited to: • Schedules custodial shifts, and enters daily attendance records and injury reports. • Summarizes daily building activities and staff attendance and completed assignments on the Supervisor's Daily Report, and submits this to immediate supervisor each day. • Conducts daily inspections of work performed by custodial staff, and submits weekly written inspection reports for all staff route assignments to the immediate supervisor. • Inspects assigned work areas for maintenance related work items, and entering the information in Maximo Work Request to generate work tickets to engineering and maintenance staff. • Organizes and maintains records, files and technical listings of equipment.
15%	**STAFFING LEVEL DUTIES** In order to avoid the loss of coded budgeted positions, and to maintain adequate staffing levels for 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 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. • Posts the Employment Opportunity Bulletin (aka JOB) and the Local Post & Bid (P&B) form, if applicable, at the work sites of 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.
15%	**PURCHASING AND INVENTORY CONTROL** In order to maintain supply, products, tools and equipment inventories following Procurement, SAM, FMD, DGS guidelines and industry standards: • 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 forms, and obtains manager/supervisor approval as dictated by purchasing guidelines. • Assigns personally performs inventory by doing a physical and visual count. • Records inventory count using FMD forms.
10%	**ADMINISTRATIVE DUTIES** • 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. • Communicates in person or via cellular telephone, 2-way radio, or other electronic devices, and taking appropriate action in response to service needs. • Prepares written route assignments for each subordinate, and conducts regular training on the route duties to ensure consistent service quality. • Distributes and posts copies of Branch Directives, JOB announcements, Bereavement notices, and other

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	State and Departmental notices directed to all employees at each assigned facility.
10%	**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 staffs' 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, and in accordance with DGS policies and guidelines, MOU provision and State Personnel Board or Department of Personnel Administration laws and rules, and to effectively manage and direct subordinate staff in accordance with established Equal Employment Opportunity and personnel policies, rules and regulations: • Grants or denies subordinate staff request for time off. • Ensures subordinate staff has sufficient leave credits available for requested leave before giving approval of leave requests. • Enters subordinate staffs' time on a weekly basis, and submits to immediate supervisor for approval. • Coordinates with the FMD Attendance Clerk and/or the DGS Personnel Specialist to ensure that staff time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI); Absence without Leave (AWOL), etc. is correctly coded. • Approves or disapproves 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 all PAL entries for all subordinate staff within three (3) working days after completion of the pay period.
10%	**EMPLOYEE PERFORMANCE** In order to effectively manage, coach, and direct subordinate staff in accordance with the 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 by utilizing probationary reports and/or Individual Development plans and conveys 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. • Conducts regular inspections of staff routes, and provides written route inspections no less than monthly to subordinate staff and to immediate supervisor. • Keeps informal written documentation, including tenant e-mails or verbal comments, in order to provide feedback to employees on performance, and notes 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.
10%	**HEALTH & SAFETY** Maintains a safe and healthful environment for the benefit of all employees and the public, under direction of the Office Building Manager III, 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: • 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. • Serves as the Unit Safety Coordinator lead to do thorough routine inspections of state owned buildings for custodial safety requirements. Holds monthly safety training classes attended by custodians (reads training material prepared by others or plays training videos). Gathers sign-in sheets to submit to Building Manager. • Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.

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5%	**MARGINAL FUNCTIONS** • Acts as backup, as directed by FMD managers or supervisors, at any regional facility, in order to ensure continuous and efficient custodial operations. • Makes recommendations for training or equipment, tools or products to keep the custodial team abreast of technological and industry related changes to improve quality of cleaning program. • May service restroom vending machines on a regular monthly schedule. Gathers, counts and rolls coins retrieved from machines. Counts and replaces products used. Completes inventory reconciliation form. Submits all to Supervisor(s) or other FMD designee. • May perform 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. **KNOWLEDGE AND ABILITIES** **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 custodial supplies and equipment; and a 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. **Ability to:** Plan, organize, and direct the work of others; give on- the-job instruction in custodial practices; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment. **DESIRABLE QUALIFICATIONS:** *SPECIAL PERSONAL CHARACTERISTICS* • Exhibits poise, tact and discretion to deal effectively in a team environment. • Takes the initiative and work independently. • Maturity and good judgment. • Evaluate situations accurately and take effective action. • Use resources and tools effectively. • Learn and apply specific laws, rules, policies and procedures. • Organize time efficiently and set effective priorities. • Ability to work overtime ADDITIONAL QUALIFICAITONS • Possession of a valid California Driver's License. *INTERPERSONAL SKILLS* • Good public and fellow-employee interaction skills. • Efficiency, conscientiousness and professionalism. **WORK ENVIRONMENT, PHYSICAL & MENTAL ABILITIES:** *WORK ENVIRONMENT* • One to four story facility comprised of office space, mechanical and warehouse space. • Wear unaltered FMD supplied shirts and pants according to current policy. • Ability to work overtime. *PHYSICAL ENVIRONMENT* • Typical work activities involve 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 as needed to complete the job. • Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles as required. • Reach or stretch by extending hand(s) or arm(s) in any direction. • May be required to drive to other buildings in order to inspect work performance by subordinate staff.

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	• Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Requires ability to see and hear within normal parameters. • Wear safety equipment during the performance of duties, including but not limited to, ear plugs while working around noisy equipment or machinery; 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. • May include working in other buildings in the Capitol Historic Region. *MENTAL ABILITIES* • Read, understand, follow and enforce procedures. • Understand written and verbal communication in English. • Read, understand, and follow instructions on manufacturer'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