

**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-

**011443-FMD**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Facilities Management Division	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -
<b>UNIT NAME AND CITY LOCATED</b> Region III – Franchise Tax Building	<b>CLASS TITLE</b> Supervisor of Building Trades
<b>WORKING DAYS AND WORKING HOURS</b> Monday - Friday, Days 7:30 AM to 4:00 PM	<b>SPECIFIC LOCATION ASSIGNED TO</b> 9645 Butterfield Way, Sacramento
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 308-066-6753-006

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 II, the incumbent plans, supervises, directs, and coordinates the work of civil service trades and crafts staff assigned to perform service work in all buildings in Facilities Management Division (FMD) Branch, Region III. Responsibilities include work related to state-owned and occupied real property to provide services to maintain or improve the buildings, equipment and occupied spaces and to ensure compliance with appropriate principles and guidelines.

% 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 Region III Franchise Tax Board facility located off Hwy. 50 in Sacramento, California consists of six state-of-the-art structures ranging in height from one to four stories totaling 1,850,839 gross 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.

**INCUMBENTS WILL NEED TO PASS A BACKGROUND CHECK**

**\*\*IMPORTANT NOTICE\*\* Employees of the Department of General Services working at the Franchise Tax Board (FTB) will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records. Potential employees must also be in compliance with the California revenue and taxation code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California revenue and taxation code may prevent you from being hired to work at the FTB campus.**

**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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30%	<p><b>DUTIES</b></p> <p>All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), BPM manuals, Real Estate Service Division (RES D) and Facilities Management Division (FMD) strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair all building systems following published guidelines (i.e., SAM, FMD, DGS) and published industry standards (i.e., BOMA (Building Office Managers Association), IEEE (Institute of Electrical and Electronic Engineers), NEI (National Energy Institute), CCR (California Code of Regulations), NFPA (National Fire Protection Association), NEC (National Electrical Code), ADA (American with Disabilities Act), and Operations and Maintenance (O&amp;E) manuals. Assignment may require temporary shift change or building location change.</p> <p>The incumbent will learn and apply sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to ensure maintenance and repair of all building systems following published guidelines and industry standards:</p> <ul style="list-style-type: none"> <li>• Initiates, updates, and closes work tickets and produces maintenance tracking reports using Maximo.</li> <li>• Plans, assigns, and reviews work to coordinate and supervise skilled and unskilled trades/craft personnel, Custodial staff and contractors to execute building trades' activities using Maximo, Activity Based Management System (ABMS) and Project Accounting &amp; Leave (PAL).</li> <li>• Coordinates projects (i.e., construction, renovation, energy management, etc.) with other RES D Branches using Maximo and ABMS.</li> <li>• Advises and suggests alternatives for safer, more reliable and economic facilities operations by keeping current with industry innovations.</li> <li>• Prepares cost estimate proposals for alteration, renovation and special repair projects for state-owned and leased buildings, using Microsoft Office software (MS Word, MS Excel), by obtaining competitive bids and estimates.</li> <li>• Oversees repairs, alterations, new construction and contractor's work to maintain high quality workmanship, by ensuring visual inspection or testing through subordinate staff.</li> <li>• Analyzes and solves maintenance and operational problems by researching history and referring to O&amp;M Manuals.</li> <li>• Submits order requests (i.e., service orders, purchase orders, etc.) to the Building Manager for purchase approval by preparing requisitions.</li> </ul>
20%	<p>In order to ensure the maintenance of a multi-level records management system in accordance with FMD procedures and published guidelines:</p> <ul style="list-style-type: none"> <li>• Maintains accurate records and files associated with building systems such as the plumbing, electrical, and fire life safety using equipment history, inspection reports, and certification files.</li> <li>• Writes, issues, and/or ensures work tickets are completed for general, preventative, or repair work tickets as needed and oversees staff to properly record and submit time for approval to keep computerized maintenance programs updated and operational to obtain current and salient reports as directed by the Office Building Manager II.</li> <li>• As applicable, ensures the staff maintains certifications for Asbestos, lead handling, confined space entry, and remains current of ADA standards and guidelines and adheres to the mandates of Title 24 by monitoring credentials and scheduling refresher courses.</li> <li>• Establishes and ensures staff maintains an organized and efficient inventory management program including regular reporting and tracking of stock, equipment and supplies as well as keeping accurate inventories of materials and tools assigned to staff by written reports or spreadsheets.</li> <li>• Prepares the annual SCAQMD (Sacramento City Air Quality Management District), Injury and Illness Prevention (IIPP), and Haz Mat reports and ensures compliance to keep all operational permits current by coordinating inspections, documenting training, and maintaining files.</li> <li>• Plans, recommends, and prepares annual special repair budget projects and assists in budget preparation by providing estimates and recommendations for budget augmentation.</li> </ul>

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20%	<ul style="list-style-type: none"> <li>• Monitors delivery of construction warranties of new building(s) and related systems by formal and timely written notice to contractors to ensure corrections are made with warranty timeframes to maintain suitable operations of designed new construction or retrofitting.</li> </ul> <p>Maintains a safe and healthful environment for the benefit of all employees and the public, under direction of the OBM III and FMD Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulations, the Occupational Safety and Health Administration (OSHA), Safety Training, IIPP (Title 8), Workers' Compensation (Title 8), by promoting the health and safety programs as follows:</p> <ul style="list-style-type: none"> <li>• Attends and conducts training in the handling of hazardous materials and use of environmental safeguards.</li> <li>• Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch coordinator.</li> <li>• Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.</li> <li>• Mitigates and/or abates any unsafe condition observed or reported within the building and adjacent ground by dispatching skilled or unskilled staff and reporting to Building Manager as needed.</li> <li>• Conducts safety meetings and training, inspections, and documents those activities as appropriate.</li> <li>• Directs staff on asbestos regulation requirements by providing or scheduling training and documenting known asbestos conditions.</li> </ul>
15%	<p><b>Administrative and Supervisory Responsibilities/Employee Performance</b></p> <p>In order to effectively manage, coach, and direct subordinate staff and provide administrative support which include, but not limited to employee leave accounting and employee performance records in accordance with DGS policies and guidelines, Memorandum of Understanding provisions, and CalHR laws and rules:</p> <ul style="list-style-type: none"> <li>• Grant or deny staff requests for time off or request to work overtime and validate that staff has sufficient leave credits available for requested leave.</li> <li>• Approve or deny PAL entries for staff within three working days after the completion of the pay period (to ensure correct issuance of SCO warrants and proper recording of time spent on work for internal clients).</li> <li>• Identify performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to staff via written and verbal communication/direction.</li> <li>• Monitor performance through various production documents, supervisor's daily reports, personal observations, one-on-one meetings and by following-up with employee to ensure that performance expectations are being met.</li> <li>• Provide feedback to staff regarding performance, noting exceptional performance as well as areas of improvement through regular discussions.</li> <li>• Sustain employee performance using the departmental constructive intervention and progressive discipline principles and processes.</li> <li>• Assess and provide staff training, methods, priorities and deadlines and approve formal training plans necessary to perform tasks effectively.</li> <li>• Prepare daily, weekly and monthly management unit reports to Office Building Manager using established forms and report formats.</li> <li>• Follow the Request for Personnel Action (RPA) process for recruitment of vacant or new positions.</li> <li>• Review the duty statement and organizational chart provided by the Personnel Liaison (PL) for accuracy on the specific position being recruited.</li> <li>• Conduct hiring interviews after verifying eligibility with the Office of Human Resources (OHR) staff.</li> <li>• Advise 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.</li> </ul>

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10%	<p>In order to supervise trades and crafts staff in accordance with California Department of Human Resources (CalHR) and State Personnel Board (SPB) laws and rules, Bargaining Unit Agreements guidelines, DGS policies and guidelines and Worker's Compensation and Cal-OSHA guidelines:</p> <ul style="list-style-type: none"> <li>• Evaluates performance and provides training using FMD appraisal forms.</li> <li>• Informs the Building Manager when assigned staff is meeting or not meeting expectations as outlined in the DGS and other manual, plans, Region's policy and/or building's operational plan by email, telephone, or reports.</li> <li>• Prepares written performance evaluations using probationary reports and Individual Development Plans under established timelines.</li> <li>• Provides injured employee with the Employee's Claim For Worker's Compensation Benefits (SCIF 3301) and completes the SCIF Occupational Injury Report (SCIF 3067).</li> <li>• Follows departmental Return to Work and Bargaining Unit Agreement guidelines for the purpose of returning employees to full duty.</li> <li>• Encourages staff participation in departmental training for upward mobility purposes.</li> <li>• Takes corrective action to improve performance following the Department's Constructive Intervention process.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Writes preliminary specifications and reviews working drawings with multidisciplinary staff in order to make modifications to buildings in accordance with published guidelines.</li> <li>• Acts, as needed, as the FMD representative to staff, tenants, vendors or visitors in order to maintain proper management of DGS facilities during the absence of the Building Manager or Chief Engineer II.</li> <li>• Provides sick or vacation relief in the absence of other staff in order to carry out work assignments in accordance with FMD guidelines. This could involve a temporary shift or building change.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Methods, materials, tools, and equipment used in building construction, maintenance, and repair work; methods used in requisitioning, receiving, checking, storing, and issuing materials and supplies; principles of effective supervision; codes, rules, regulations, safety orders and safety practices applying to the various building trades; department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.</p> <p><b>Ability to:</b> Assign, supervise, and inspect the work of building trades journey person, lead person, or supervisors; schedule and coordinate the work of the various trade groups required on a job; read and interpret blueprints and work from plans and specifications; estimate material and labor requirements; analyze situations accurately and adopt an effective course of action; keep accurate records and prepare reports; effectively contribute to the department's affirmative action objectives.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• May require a valid California Driver's License, Class C to pick-up or deliver supplies or equipment to job sites.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Possession of a Contract Supervisor's Asbestos Certification.</li> <li>• Possess a Lead Handling Certification.</li> <li>• Exhibits professional working manner and ability to deal tactfully and effectively in facilities management office.</li> <li>• Interest in assuming increasing responsibility.</li> <li>• Mature judgment, loyalty, poise, tact, and discretion.</li> <li>• Knowledge of Microsoft Word, Excel, Maximo, ABMS, PAL, and Outlook.</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Education equivalent to completion of the eighth grade.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Self start, organize, set priorities and work independently.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Skills in efficiency, conscientiousness and professionalism.</li> <li>• Work well with a team.</li> <li>• Motivate staff.</li> <li>• Deliver high quality customer service.</li> <li>• Maintain good working relationships.</li> <li>• Communicate information, both verbally and in writing, in a clear and concise manner.</li> <li>• Good attendance and punctuality record.</li> <li>• Good public and fellow employee interaction skills.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</b></p> <p><b><i>Work Environment</i></b></p> <ul style="list-style-type: none"> <li>• Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment.</li> <li>• Wear appropriate business attire according to current policy.</li> <li>• Mechanical equipment space environments.</li> <li>• Performs work around hazardous materials, such as asbestos or lead.</li> <li>• Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.</li> <li>• Typical work activities may involve frequent and prolonged periods of standing and walking.</li> <li>• Work outdoors in all weather conditions, including rain, heat and cold.</li> <li>• Work in noisy spaces.</li> <li>• When working in the interior of the building, may need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor.</li> <li>• May require overtime.</li> <li>• Willingness to work in any regional location.</li> <li>• Work on uneven ground or slippery surfaces.</li> <li>• May require temporary shift change or building location change.</li> <li>• May require 7-day a week work days during peak season.</li> </ul> <p><b><i>Physical Ability</i></b></p> <ul style="list-style-type: none"> <li>• Occasionally operates automotive equipment and hauls materials.</li> <li>• Reach high places by climbing ladders and stairs or operating a lift.</li> <li>• May require lifting, carrying, pushing, pulling or moving tools and equipment and supplies weighing up to 50 pounds and transporting materials and/or equipment.</li> <li>• Use tools applicable to trade.</li> <li>• May require fine motor skills/dexterity to manipulate small components and controls.</li> <li>• Requires reaching, stretching, twisting, turning, kneeling, bending, stooping, squatting, crouching, and grasping.</li> <li>• Move about and work in confined spaces.</li> <li>• Able to work under stressful conditions.</li> <li>• Talking, seeing, and hearing are essential to performing the job requirements.</li> <li>• Ensure organization and maintenance of a clean and safe work station.</li> </ul> <p><b><i>Mental Ability</i></b></p> <ul style="list-style-type: none"> <li>• Evaluate problems and effect remedial action.</li> <li>• Understand and follow verbal and written directions and communication.</li> <li>• Provide verbal or written directions/instructions to subordinate staff in a clear and concise manner.</li> <li>• Understand and follow safety procedures.</li> <li>• Read, understand, follow and enforce safety procedures.</li> </ul>