

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29412	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Southern Region - Wadie P. Deddeh Building	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 4050 Taylor Street, San Diego, CA 92110	
CIVIL SERVICE CLASSIFICATION Office Building Manager III	POSITION NUMBER 308-860-6672-XXX	CBID S12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00am - 5:00pm	TENURE Permanent	
WORKING TITLE Building Manager	TIMEBASE Full- time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☒ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

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.

POSITION CONCEPT

Under the general direction of the Regional Manager, the Office Building Manager III in the Facilities Management Division (FMD), serves as the Building Manager over Wadie P Deddeh building and two partial service sites and is responsible for directing and supervising a large staff engaged in the overall custodial operation and maintenance services for this portfolio comprised of various State-owned and occupied buildings as well as partial services sites in accordance with FMD policies and procedures. This position is responsible for the overall administration and maintenance of the Wadie P. Deddeh Building Unit portfolio, including management of customer service and the operational budget, and will plan and assign work of subordinate staff, and develop an overall master maintenance schedule.

SPECIAL REQUIREMENTS ☒ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Manages and oversees the day-to-day-operations of over 600,000 square feet across multiple full and partial service locations, serving state client agencies with varying operational needs by developing overall master maintenance schedules, and managing the preventative maintenance program and custodial operations dispersed geographically that comply with the manufacturer's operating and maintenance manual recommendations, in order to properly maintain State-owned buildings, deliver effective, high-quality services and ensure customer satisfaction in accordance

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PERCENTAGE	DESCRIPTION
	with all applicable DGS policies, rules, regulations and strategic plans.
20%	Reviews, develops, and approves comprehensive budget estimates for repair, maintenance, custodial, and operational needs, ensuring alignment with the Department of Finance guidelines, State Administrative Manual, and all applicable DGS policies and regulations. Allocates labor hours strategically across multiple facilities, balancing staffing levels and workload distribution to maximize efficiency and service delivery. Forecasts and monitors material, supply, tool, and equipment requirements; authorizes requisitions; tracks inventory; and ensures timely procurement and distribution to meet operational demands. Establishes cost-control measures and conducts variance analyses to identify risks, implement corrective actions, and reduce cost per square foot while maintaining service quality. Provides regular financial and performance reports to management, highlighting budget adherence, efficiency improvements, and long-term funding needs for capital planning and preventive maintenance. Coordinates with program leadership, contractors, and fiscal staff to ensure resources are used effectively and transparently, protecting the State's investment and ensuring accountability
15%	Leads and oversees all phases of project management for contracted services, tenant improvements, building alterations, capital upgrades, and special repairs to safeguard State assets and ensure high-quality, timely outcomes. Reviews and approves project scopes, plans, specifications, estimates, and change orders for compliance with building codes, safety regulations, and DGS standards. Coordinates closely with architects, engineers, contractors, and tenants to align project objectives with operational needs, minimize disruption to building occupants, and resolve issues proactively. Develops and evaluates alternatives and cost-benefit analyses to recommend the most effective solutions for tenant and facility needs. Establishes project schedules, budgets, and risk-mitigation strategies; monitors progress through regular inspections and reporting; and ensures corrective actions are implemented when variances arise. Provides executive-level updates on project status, expenditures, and outcomes; documents lessons learned; and fosters cooperative relationships with tenants, contractors, and FMD leadership to improve long-term planning, customer satisfaction, and stewardship of the State's investments
15%	Manages staff time and attendance with full accountability for compliance, equity, and operational efficiency. Reviews and approves leave, overtime, and schedule adjustment requests, ensuring decisions align with MOU provisions, Equal Employment Opportunity (EEO) requirements, and all applicable DGS and CalHR personnel rules. Oversees accurate entry of attendance data into the PAR system, audits records for errors or discrepancies, and submits timely corrective reports to the State Controller's Office to ensure accurate issuance of employee warrants. Monitors leave balances, trends, and overtime usage to identify potential risks to staffing coverage, budget, and workload distribution. Develops and implements corrective action plans to address excessive leave, attendance issues, or overtime dependency, while maintaining fairness and adherence to negotiated agreements. Provides coaching and develops Individual Development Plans (IDPs) for staff to improve performance and ensure alignment with organizational goals. Coordinates closely with HR and management to ensure staffing levels are adequate, recruitment processes for vacancies are initiated promptly, and that all actions comply with applicable laws, regulations, and bargaining unit agreements."
10%	Leads, develops, and enforces comprehensive health and safety programs to ensure the ongoing protection of staff, tenants, contractors, and visitors. Coordinates training and drills in partnership

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PERCENTAGE	DESCRIPTION
	with the Office of Risk and Insurance Management (ORIM), OSHA, and the FMD Environmental Safety and Health Unit. Directs staff compliance with all applicable laws, codes, and regulations by scheduling and monitoring routine inspections, maintaining accurate logs, and ensuring timely renewal of permits and certifications. Prepares and delivers clear written and verbal reports to management and stakeholders, highlighting compliance status, risk trends, and corrective actions. Oversees the immediate resolution of deficiencies or violations, verifies remediation effectiveness, and communicates lessons learned to prevent recurrence. Establishes proactive safety measures, hazard-mitigation plans, and emergency response procedures to maintain a culture of safety, regulatory compliance, and operational readiness across all assigned facilities

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Develops, implements, and enforces comprehensive training and reference systems to ensure staff fully understand and apply technical building operations manuals and equipment functions. Coordinates formal training sessions, workshops, and competency assessments, and provides written resources to strengthen staff proficiency and compliance with Government Codes, FMD policies, and industry standards. Oversees, directs, and verifies corrective maintenance work on building systems, ensuring adherence to owner's manuals, manufacturer specifications, and safety guidelines. Evaluates the quality and timeliness of completed repairs, documents corrective actions, and ensures that building systems are restored to full, safe, and efficient operation. Partners with engineering staff, vendors, and manufacturers to introduce updated technical standards, improve troubleshooting, and minimize downtime.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Professional office environment including modular workstations with telephones, computers, copy machines, mail/filing room, and several private offices.

Work in low-rise to high-rise public office building environment.

Work requires daily use of computer, office equipment and a variety of office software applications.

May be required to work in the regional location and work hours necessary to mitigate a building emergency, meet deadlines, or complete tasks.

Some travel may be required, including travel to other regional buildings in order to conduct site visits and inspect the work performance of staff when needed.

Fast-paced work environment with competing priorities and multiple deadlines.

Occasional exposure to noisy work areas, equipment and/or machinery located in open and confined spaces.

Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties.

FMD will provide a cell phone and messages shall be returned promptly.

DESIRABLE QUALIFICATIONS

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.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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