

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

|                                                                                                                         |                                                                                                                                                                                                             |                             |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| RPA NUMBER<br><b>30822</b>                                                                                              | DGS DIVISION / OFFICE or CLIENT AGENCY<br><b>Facilities Management Division (FMD)</b>                                                                                                                       |                             |
| UNIT NAME<br><b>Southern Region - Orange County Management Unit</b>                                                     | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)<br><b>2316 South Susan Street, Santa Ana, Ca 92704</b>                                                                             |                             |
| CIVIL SERVICE CLASSIFICATION<br><b>Office Building Manager III</b>                                                      | POSITION NUMBER<br><b>308-720-6672-906</b>                                                                                                                                                                  | CBID<br><b>S12</b>          |
| POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                     | PROBATIONARY PERIOD<br><input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input checked="" type="checkbox"/> N/A                                                                         | WORK WEEK GROUP<br><b>E</b> |
| WORK SCHEDULE (DAYS / HOURS)<br><b>Monday - Friday / 8:00am - 5:00pm</b>                                                | TENURE<br><b>LT</b>                                                                                                                                                                                         |                             |
| WORKING TITLE<br><b>Building Manager</b>                                                                                | TIMEBASE<br><b>FT</b>                                                                                                                                                                                       |                             |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> 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 Assistant Branch Chief, the Office Building Manager III in the Facilities Management Division (FMD), Orange County Management Unit serves as the Building Manager 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 a major metropolitan area in accordance with FMD policies and procedures. This position is responsible for the overall administration and maintenance of the Orange County Management 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-day-operations of the assigned building(s) and staff by developing overall master maintenance schedules, and managing the preventative maintenance program and custodial operations 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 with all applicable DGS policies, rules, regulations and strategic plans. |

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| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20%        | Reviews and approves final budget estimates for repair, maintenance, and custodial operations by allocating man-hour expenditures, estimating necessary repairs and directing the requisition, receipt and distribution of supplies, tools, and equipment in order to project cost variances, control and reduce square footage costs, to ensure appropriate spending and maintenance of allocated budget funds in accordance with the Department of Finance guidelines, the State Administrative Manual and all applicable DGS policies, rules, regulations and strategic plans.                                                                                                                     |
| 15%        | Manages the project management of contracted-services, building and tenant alterations, capital improvements, and special repairs by reviewing and assigning the review of plans, specifications, and change orders, coordinating the planning, contracting, and completion of projects, developing and evaluating alternatives for customer projects, reviewing reports from subordinate staff to make qualified 5-year Special Repairs recommendations, in order to preserve the integrity of building design, protect the State's investment, and mitigate tenant complaints, and ensure cooperative relationships with building occupants and timely completion of building improvement projects. |
| 15%        | Supervises, directs and evaluates subordinate staff by monitoring and establishing performance expectations and requirements, completing timely performance evaluations, providing training opportunities, hiring and maintaining adequate staff, managing staff requests for time off, and approving or denying Project Accounting and Leave entries for attendance purposes in order to meet program goals and objectives in accordance with all applicable DGS policies, rules and regulations.                                                                                                                                                                                                    |
| 10%        | Manages the administration of health and safety programs and related training in coordination with the Office of Risk and Insurance Management by directing staff to comply with laws and regulations, collaborating with and directing staff to comply with routine building inspections of all areas and completion of periodic reports by written and verbal communication, and coordinates prompt correction of potential violations in order to maintain a safe and healthy environment for all staff and tenants and ensure compliance with the rules, regulations and guidelines set forth in the Occupational Safety and Health Administration and FMD Environmental Safety and Health Unit.  |

**MARGINAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                      |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%         | Ensures subordinate staff maintain professional and technical knowledge of building operations manuals, technical equipment functions and related topics, to ensure compliance with the general functions of the division as mandated by applicable laws, rules and regulations, in order to improve the efficiency of the unit. |

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

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](mailto:reasonableaccommodation@dgs.ca.gov))*

|               |                    |             |
|---------------|--------------------|-------------|
| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE SIGNED |
|---------------|--------------------|-------------|

*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 |
|-----------------|----------------------|-------------|

|                   |             |
|-------------------|-------------|
| C & P APPROVED BY | DATE SIGNED |
|-------------------|-------------|