



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Management Services Technician (PI)	549-670-5278-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Management Services Technician (PI)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	111 I Street, Sacramento, CA 95814	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Park Maintenance Chief II, the Management Services Technician (MST) will manage documents needed for facilities maintenance orders and purchases. The MST will be responsible for processing facilities use and maintenance data, tracking special Roads and Water/Wastewater facilities budgets, tracking maintenance seasonal employee hours and adjusting yearly budgets according to funding available. This position will report to the Capital District Facilities office. The reporting location is 111 I Street, Sacramento, in the Big 4 building, basement. The normal work schedule will be Monday - Friday, not to exceed 1500 hours in the calendar year.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<u>BUDGETING, AUDITING, AND COMPILING CONTRACT DOCUMENTS</u> Track purchasing and project funds related to park maintenance budgets that include District CAT I allocations, Home Base Budget, Deferred Maintenance projects, Revenue Generating funds, Roads, Water/Wastewater, and Cultural Resources Management funding. Review employee requests for purchasing to ensure proper tax, shipping, and procurement rules are being followed. Collect data to track water & energy use reports pertaining to individual Park units. Assemble project documents from contractors and gather information necessary to assist the District's Maintenance Chief and Contracts Administrator with processing contract documents, recording project documentation, and filing. Track and purchase housekeeping supplies and materials. Responsible for creating Maximo work orders and correcting current preventative maintenance and job plans and to generate work orders that will be used District-wide for the maintenance program.	
30%	<u>DATA PROCESSING AND PROGRAM ANALYSIS</u> Ensure all maintenance work orders are input correctly regarding cut-off time. File project records. Perform data entry of finished work orders provided by the District Maintenance Chief to record and close out all documentation for each work order. Analyze maintenance staff task hours and manage the Capital District Maximo program by tracking costs and projecting future costs for maintenance operations. Produce new job plans and preventative maintenance tasks.	

	Sort and route work orders to appropriate classifications and units throughout the Capital District. Perform Data entry for Statewide Property Index (SPI).	
25%	<u>ACCOUNTING AND EMPLOYMENT TRACKING</u> Pays invoices, types, edits, photocopies, and distributes a variety of documents. Attend all Maximo training provided by the State pertaining to facilities maintenance and equipment management. Purchases office supplies for District Facilities program. Pay bills through FI\$CAL. Assemble required paperwork from contractors for "285" contract packages. Updates calendars, and tracks keys to assigned staff. Works extensively in Excel and Microsoft Word and does project updates in MS Project. Required to access the Labor Information Application, Financial Tracking System, and Maximo to ensure accurate District tracking. Track seasonal maintenance employee time worked and create monthly account reviews of seasonal employee hours.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Ability to bend, stoop, lift, sit, and stand for long periods of time. Walk distances on uneven surfaces. The incumbent works in a fast-paced facilities/administrative office environment located in the basement of an historical office building. This position is performed in a temperature-controlled office environment. The position requires prolonged periods of sitting while using a computer, telephone, and other standard office equipment. The work environment includes frequent interruptions, multiple deadlines, and regular interaction with staff, management, vendors, and the public. The incumbent may occasionally need to lift, move, or transport office equipment, files, or supplies weighing up to approximately 25 pounds. The position may require walking, standing, bending, reaching, and using stairs to access offices, storage areas, or meeting spaces.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.		
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE