



DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification: Supervisor of Building Trades	Working Title: Assistant Area IV Coordinator								
Position Number: 006-300-6753-001	CBID: S12								
Work Week Group: 2	Work Hours: Monday – Friday, 7:00 a. m. – 3:30 p. m.								
Command/Directorate/Unit: Facilities & Infrastructure / Facilities Maintenance – Area IV	Physical Work Location: 3725 E Stearns St., Long Beach, CA 90815								
Supervisor Name: Jason Saldana	Supervisor Classification/Rank: Area Coordinator / CPT								
Current Incumbent: Vacant	Effective Date: TBD								
Position Requirements: <table border="0"><tr><td>☐ Conflict of Interest Filer (Form 700)</td><td>☒ Travel to Multiple Locations</td></tr><tr><td>☒ California Driver's License</td><td>☒ Occasional Travel</td></tr><tr><td>☐ Class A ☐ Class B ☒ Class C</td><td>☒ Other (Specify): <u>Common Access Card</u></td></tr><tr><td>☐ Class C Endorsement:</td><td><u>(CAC)</u></td></tr></table>		☐ Conflict of Interest Filer (Form 700)	☒ Travel to Multiple Locations	☒ California Driver's License	☒ Occasional Travel	☐ Class A ☐ Class B ☒ Class C	☒ Other (Specify): <u>Common Access Card</u>	☐ Class C Endorsement:	<u>(CAC)</u>
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As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.									
Position Identification: Under the general direction of the Area IV Coordinator (AC), the Supervisor of Building Trades serves as the Assistant Area IV Coordinator (AAC) within the Facilities Operations & Maintenance Branch. The incumbent assists with oversight and coordination of facility maintenance, repair, sustainment, and operational support activities for California Military Department facilities within the assigned geographic area. Responsibilities include supervision and technical guidance of maintenance personnel; coordination and prioritization of maintenance and repair activities; management of work requests and work orders utilizing the department's computerized maintenance management system (CMMS); monitoring contracted maintenance and repair activities; and ensuring compliance with applicable OSHA, Cal/OSHA, NFPA, California Building Code, environmental, and departmental safety requirements. The incumbent serves as a liaison with supported units, facility occupants, contractors, and other stakeholders regarding facilities maintenance and operational matters, and assists with inspections, reporting, project coordination, and overall facilities operations support.									
Essential Functions:									
35%	Facilities Maintenance and Operations Oversight. - Assists the Area Coordinator with planning, coordinating, prioritizing, and overseeing maintenance and repair activities for assigned facilities. - Monitors facility conditions and operational requirements to support mission readiness, safety, regulatory compliance, and sustainment objectives.								

	• Inspects and evaluates building trades work performed by assigned staff, contractors, and vendors to ensure quality, safety, completion standards, and compliance with applicable codes, standards, and departmental requirements. • Assists with identifying facility deficiencies and developing corrective action recommendations. *As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
25%	Supervision and Leadership • Provides direct supervision, guidance, and administrative oversight for assigned maintenance personnel, including custodial staff, maintenance mechanics, stationary engineers, and other trades personnel as assigned. • Assigns work, monitors performance, provides technical direction, ensures adherence to policies and procedures, and promotes a safe and professional work environment. *As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
20%	Work Order and CMMS Management • Assists with management of facility work requests and work orders utilizing the department's computerized maintenance management system (CMMS), currently Azzier or successor system. • Reviews work orders for accuracy, prioritization, labor and material requirements, and completion status. • Assists with tracking maintenance trends, backlog management, and operational reporting requirements. *As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
15%	• Coordinates and monitors contracted maintenance, repair, and service activities within the assigned area. • Assists with development of scopes of work, project requirements, cost estimates, and coordination with contractors, vendors, and supporting agencies. • Monitors work in progress to ensure compliance with applicable codes, standards, and contract requirements. • Promotes compliance with applicable OSHA, Cal/OSHA, NFPA, California Building Code, environmental, and departmental safety requirements. • Assists with identifying workplace hazards, implementing corrective measures, and supporting safe work practices for maintenance operations and facility activities. • Serves as a point of contact for supported units, facility occupants, and stakeholders regarding maintenance and operational issues. • Assists with administrative reporting, inspections, documentation, and other duties related to facilities operations and maintenance activities.

	*As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
Non-Essential/Marginal Functions:	
5%	Other duties as assigned
Knowledge, Skills, and Abilities:	
Knowledge of: 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.	
Skills: N/A	
Ability to: Assign, supervise, and inspect the work of building trades journeyperson, leadspersons, 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.	
Required Qualifications: • California Driver's License • Must be eligible for and able to obtain and maintain a Common Access Card (CAC) for access to Department of Defense (DoD) facilities, systems, and networks, and complete and pass a Tier 1 (T1) background investigation, formerly known as a National Agency Check with Inquiries (NACI).	
Desirable Qualifications: • Knowledge of building maintenance and repair practices across multiple trades disciplines. • Experience supervising maintenance or facilities personnel. • Familiarity with computerized maintenance management systems (CMMS). • Ability to interpret building codes, safety standards, and technical guidance. • Ability to communicate effectively with military personnel, contractors, and state employees. • Experience coordinating maintenance and repair activities across multiple facilities.	
Work Environment: • Works in both office and field environments throughout the assigned geographic area. • Requires routine travel to CMD facilities and other supported facilities within the assigned area of responsibility. • May be required to inspect facilities, construction sites, mechanical spaces, rooftops, crawl spaces, and other areas associated with building maintenance and repair operations. • May be exposed to dust, noise, heat, cold, chemicals, moving mechanical equipment, and other conditions associated with maintenance and construction activities.	

- Requires occasional lifting, carrying, climbing, bending, kneeling, and walking on uneven surfaces.
- May be required to respond to facility emergencies, operational requirements, or mission-related support activities outside normal business hours.
- Must wear appropriate personal protective equipment (PPE) as required for assigned duties and field activities.
- Works in a military environment and may interact regularly with military personnel, state employees, contractors, and the public.

Physical/Mental Abilities:

- Ability to supervise, coordinate, and evaluate building maintenance and repair activities across multiple trades disciplines.
- Ability to read, interpret, and apply policies, technical manuals, building codes, plans, specifications, and safety requirements.
- Ability to analyze operational issues, prioritize workload, and exercise sound judgment in a fast-paced facilities maintenance environment.
- Ability to communicate effectively, both orally and in writing, with military personnel, state employees, contractors, vendors, and facility occupants.
- Ability to utilize computers, computerized maintenance management systems (CMMS), and standard office software applications.
- Ability to travel throughout the assigned geographic area and conduct field inspections of facilities and maintenance operations.
- Ability to safely perform site visits and inspections in active maintenance, mechanical, and construction environments.
- Ability to climb stairs and ladders, walk on uneven terrain, and access mechanical rooms, rooftops, crawl spaces, and other facility infrastructure areas.
- Ability to lift and carry materials or equipment consistent with normal supervisory and inspection activities associated with facilities maintenance operations.
- Ability to maintain regular and reliable attendance and respond to operational or emergency requirements as needed.

Equipment Used:

- Personal computers, laptops, tablets, printers, and standard office equipment.
- Computerized Maintenance Management System (CMMS), currently Azzier or successor system.
- Mobile communication devices, including cellular phones and radios.
- State vehicles utilized for travel to facilities, inspections, and operational support activities.
- Common inspection and safety equipment associated with facilities maintenance and repair operations.

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- Basic hand tools, ladders, flashlights, and measuring devices utilized during facility inspections and field assessments.
- Personal protective equipment (PPE) appropriate for maintenance, construction, and industrial environments.

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
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Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
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State Personnel Office Use Only

State Personnel Certification: Approval

C&P Analyst Name (Print)	Signature	Date
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