STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31430	Facilities Management Division (FMD)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
LA Metro Region - Ronald Reagan State Building	300 S. Spring Street, Los Angeles CA 90013	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Office Building Manager I	308-510-6675-003	S12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☑ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday / 8:00am to 5:00pm	P	
WORKING TITLE	TIMEBASE	
Assistant Building Manager	FT	
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 Office Building Manager III, the Office Building Manager I in the Facilities Management Division (FMD), Ronald Reagan serves as the Assistant] Building Manager over Ronald Reagan, and is responsible for planning and directing the work of a medium staff engaged in the overall custodial operations and/or maintenance services for state-owned and occupied buildings and grounds of approximately 850,000 SQ FT in accordance with FMD policies and procedures. This position is responsible for the customer services oversight, and for assisting in the management and administration of the operational budget.

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.

Background Clearance
This position and/or location requires background investigation clearance.

DMV Pull Notice
This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Supervises the day-to-day operations of assigned building(s) and staff by assigning and reviewing work, resolving buildings and grounds maintenance problems, preparing written operational plans,

PERCENTAGE	DESCRIPTION
	and implementing 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.
20%	Develops estimates and recommendations for repair, maintenance, and custodial operations by estimating necessary repairs, requisitioning, receiving, and distributing supplies, tools, and equipment, and supervising necessary repairs and alterations in order to project cost variances, and control and reduce square footage costs, to ensure fiscally responsible spending in accordance with Department of Finance guidelines, the State Administrative Manual, and all applicable DGS policies, rules, regulations, and strategic plans.
15%	Performs project management of contracted-services, building and tenant alterations, capital improvements, and special repairs by reviewing plans, specifications, and change orders, monitoring progress with the assistance of subordinate supervisors and skilled staff, coordinating project completion, contractors, building staff and tenants during project construction, and assisting in adjusting space utilization requirements in order to preserve the integrity of building design and protect the State's investment, and mitigate tenant complaints to 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 (PAL) entries for attendance purposes in order to meet program goals and objectives in accordance with all applicable DGS policies, rules and regulations.
10%	Administers health and safety programs and related training by directing staff to comply with laws and regulations, updating Injury and Illness Prevention Program plans, and performing thorough routine inspections of all assigned buildings for safety requirements 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 by coordinating and supervising the training of craftspersons and other operations personnel to ensure continuous operations and 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)

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