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	
30967	Facilities Management Division (FMD)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Riverside Management Unit	3737 Main Street, Riverside, CA 92501	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Office Building Manager I	308-330-6675-xxx	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 8:00 am - 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 (OBM III), the Office Building Manager I (OBM I) in the Facilities Management Division (FMD), Riverside Management Unit, serves as the Assistant Building Manager and supports the OBM III in coordinating building operations within assigned functional areas of a large metro building totaling approximately 719,500 sq. ft. The OBM III retains full responsibility for all building wide operations, maintenance, and custodial services. The OBM I assists the OBM III with routine operational coordination, staff oversight within delegated areas, customer service needs, and day to day building support activities. The OBM I also provides input on operational needs and assists with routine components of budget administration, supply coordination, safety compliance activities, and project support tasks as directed. All duties performed by the OBM I must remain consistent with an assistant-level role, supporting but not independently managing large scale building operations.

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%	Operational Support and Staff Coordination: Assists the OBM III with day to day operational coordination within assigned building areas by assigning and reviewing work delegated by the OBM III, supporting routine custodial and maintenance activities, and helping resolve basic building and grounds issues. Coordinates routine

PERCENTAGE	DESCRIPTION
	preventative maintenance and custodial operations as directed, ensuring activities follow manufacturer guidelines and FMD policies. Provides customer service support and helps maintain high service quality and satisfaction while ensuring actions align with DGS rules, regulations, and strategic plans.
20%	Maintenance, Repair, and Supply Support: Supports the OBM III by preparing estimates and recommendations for repairs, maintenance, and custodial needs within assigned areas. Assists with requisitioning, receiving, and distributing supplies, tools, and equipment as delegated. Helps monitor repair work or minor alterations to support cost effective operations and to ensure compliance with Department of Finance guidelines, the State Administrative Manual, and DGS policies. Provides input to help maintain responsible spending practices and assists with controlling square footage related costs as applicable to assigned operational tasks.
15%	Project Coordination Assistance: Assists the OBM III with coordination of contracted services, tenant alterations, capital improvements, and special repairs by reviewing plans and specifications as assigned, monitoring progress with the support of subordinate supervisors and skilled staff, and helping coordinate communication among contractors, staff, and tenants. Supports project close out activities and assists with maintaining space utilization requirements to preserve building integrity and protect the State's investment. Helps mitigate tenant complaints and supports positive occupant relationships.
15%	Staff Supervision Within Assigned Functions: Supervises subordinate staff within delegated functional areas under the direction of the OBM III. Monitors and supports staff performance, provides training opportunities, assists with hiring activities, and helps maintain adequate staffing levels. Supports scheduling and time off requests and helps approve or deny PAL entries as directed to meet program goals. Ensures staff follow applicable DGS policies, rules, and regulations.
10%	Safety and Compliance Support: Supports the OBM III in administering safety and health programs by helping ensure staff comply with laws and regulations, assisting with updating Injury and Illness Prevention Program (IIPP) materials, and conducting routine safety inspections of assigned areas. Helps maintain a safe environment for staff and tenants and ensures compliance with Occupational Safety and Health Administration (OSHA) requirements and FMD Environmental Safety and Health Unit guidelines.

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

☐ Current
☑ Proposed

☑ 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