

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Associate Architect</u>	
		Division and/or Subdivision <u>Technical Services Section</u>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <u>1131 S St, Sacramento</u>	
		Class Title of Position <u>Associate Architect</u>	
		Position Number <u>541-025-3964-XXX</u>	
		Effective Date <u>June 2024</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the general supervision of the Senior Civil Engineer, the incumbent is responsible for performing architectural services and investigations for all CAL FIRE Facilities throughout the State of California. CAL FIRE facilities include urban and rural fire stations, air attack bases, helitack bases, inmate conservation camps, emergency command centers, lookout towers, and other support facilities. Duties include but are not limited to:		
15%	*Prepare architectural plans and accompanying technical specifications for CAL FIRE facility improvement projects. Architectural plans include but are not limited to floor plans, elevations, building sections, details, and schedules. Complete plans using AutoCAD. Complete specifications using MasterWorks and Microsoft Word. Apply the current California Building Standards Code including the California Building Code, California Fire Code, California Mechanical Code, California Plumbing Code, California Electrical Code, and California Green Code. Apply the Architectural Graphic Standards by the American Institute of Architects (AIA).		
10%	*Perform architectural designs and necessary calculations. Architectural designs include but are not limited to one-story wood framed buildings, one-story masonry buildings and facility layout. Complete designs and calculations using Microsoft Excel.		
	*Coordinate with project team to obtain approval from review agencies for improvement plans. Approvals include structural safety and access compliance by the Division of State Architect and fire and life safety by the State Fire Marshall. Incumbent may lead or coordinate the design work of other employees depending on the situation.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b> <input type="checkbox"/> Posted to Directory      _____ Initials and date			

Working Title of Position

Associate Architect

Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

\*Review and respond to submittals and Request For Information (RFIs) from contractor for construction projects.

10%

\*Travel throughout the State for meetings, site investigations, and field review of projects for conformity to plans and specifications. Provide recommendations on new construction projects and remodel projects of existing CAL FIRE facilities.

5%

\*Present the results of field investigations to Headquarters, Region, or other Department offices. Provide expert background and recommendations to technical committees or teams relating to architecture. Participate in public meetings and/or presentations to regulatory agencies, departments, or municipalities.

5%

Other job-related duties as required.

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Job qualifications and/or conditions of employment: **Required to travel 10% of the time. This travel may include overnight stays.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Personnel use only**

Posted to Directory

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 Initials and Date