

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27971	DGS OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Field Review Unit	REPORTING LOCATION 1102 Q Street, Suite 5100, Sacramento, CA 95811	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	POSITION NUMBER 718-235-3332-925	CBID S09
CLASS TITLE District Structural Engineer	WORKING TITLE District Structural Engineer	
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 Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under the general direction of the Supervising Structural Engineer, the position is responsible for school construction site (field) supervision of State-owned essential services structures, public K-12 and community college school building structures in an assigned district during the construction phase of the project and performs the difficult and complex structural engineering work related to quality and code compliance which includes the mandated oversight of inspection and required testing of building structure standards under the jurisdiction of the Division of the State Architect (DSA), Sacramento Regional Office in accordance with Title 24 of the California Code of Regulations (CCR).

Essential functions include the requirement to work in the office/field for a minimum of three days per week up to a maximum of five days per week depending on operational needs.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

**Medical Evaluation**

This position requires Medical Evaluation clearance.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
40%	Oversees mandated building code compliance in an assigned region by visiting construction sites both physically and virtually, observing and evaluating the construction in order to examine unforeseen conditions and structural engineering issues utilizing accurately prepared and completed Reporting of Findings and Conclusion (Field Report) to ensure applicable building codes and regulation compliance and are in accordance with the CCR.
20%	Mitigates and/or resolve code violations and determine if Fire and Life Safety and/or Access compliance plan review are necessary by evaluating and approving Construction Change Documents and related engineering calculations received from clients utilizing the California Building Code, DSA Interpretation Regulations (IR) and expertise in order to achieve applicable project certifications and ensure accordance with the DSA Policy and Procedure and the CCR.

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

PERCENTAGE	DESCRIPTION
10%	Provides field oversight to DSA certified project inspectors by evaluating performance, continually reviewing project documents to determine accuracy and compliance, preparing various types of structural evaluation reports, and mentoring and training the DSA Certified inspectors utilizing established DSA inspector performance and compliance mechanisms in order to maintain a standard inspection performance on current construction projects to ensure compliance with the CCR in accordance with DSA Policy.
5%	Pre-approves assignment of workload of DSA Certified project inspectors for new construction projects by evaluating qualifications utilizing DSA Inspector Qualification Requirement Guidelines in order to sustain a standard inspection performance on future construction projects and ensure quality and timely enforcement of all mandated building codes in accordance with DSA Policy and the CCR.
5%	Continually monitors construction progress and determines any remedies for construction issues by scheduling, attending and facilitating various pre-construction and recurring construction meetings with engineers, architects, inspectors, school district officials, contractors, testing laboratories, clients and stakeholders in order to determine if mandated responsibilities are understood and required building code standards are applied utilizing various communication mechanisms to ensure compliance of CCR in accordance with DSA Policy and Procedure.
5%	Evaluates project files for completeness and accuracy by reviewing for accurate building code interpretation and application in order to provide recommendation(s) to project inspectors, architects and engineers utilizing the CBC, applicable IRs and expertise to resolve outstanding construction issues and ensure proper certification and closeout of construction projects in accordance with the CCR and DSA Policy.
5%	Ensures understanding of code compliance and/or construction certification requirements during construction phase of projects by providing on-demand and when necessary, on-going expert technical assistance to project architects, contractors, inspectors, and mechanical, electrical, and structural engineers in order to provide expert code interpretation and appropriate application as related to the design and construction of facilities utilizing various communication methods and expertise to ensure understanding and application of code compliance and/or construction certification requirements during construction phases of projects in accordance with DSA Policy.
5%	Performs post-disaster building assessments by preparing summary report of findings and conclusions in order to make recommendations as to whether the building is safe to re-occupy post-disaster utilizing FEMA guidelines, Structural Assessment Program guidelines and all other applicable mandated guidelines and references to ensure compliance with Title24 of the CCR, in accordance with DSA Policy.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Acts for the Supervising Structural Engineer or Principal Structural Engineer in his/her absence by assisting with inquiries from division management, architects, mechanical, electrical, structural engineers, inspectors, contractors, school district personnel, clients and/or stakeholders in order maintain the continuity of services, provide information, direction and/or solutions utilizing various communication methods and expertise to ensure DSA meets its mandate to provide design and construction oversight for K-12 schools, community colleges, and various other state-owned and leased facilities in accordance with the DSA Mission Statement, Strategic Plan and Policy.

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

 Current Proposed**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

May require Vehicle Home Storage Permit.

Possess a valid driver's license to operate a motor vehicle.

May require overnight travel.

May require physical presence at construction sites which may include but not limited to walking or standing on uneven surfaces, exposure to excessive noise and exposure to various climates.

Sit and stand frequently to continuously.

Walk occasionally to frequently on a wide range of surfaces for varying distances, indoors or outdoors, in various weather conditions, which may become slippery due to the weather or spillage of liquids or which may be uneven or rough.

May require travel to areas impacted by disaster (i.e. earthquake, flood, fire, etc.).

May require support devices to transport tools and/or any other items in connection with duties (i.e. large drawing and specification construction documents).

Accurately maintain records and reports to provide information to comply with departmental policies and regulations.

Analyze situations accurately and thoroughly, in order to determine and implement effective and appropriate courses of action.

Essential functions include the requirement to work in the office/field for a minimum of three days per week up to a maximum of five days per week depending on operational needs.

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 with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED