

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Direct Construction Supervisor I (DCSI)	
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.		Division and/or Subdivision Management Services/Technical Services	
		Location of Headquarters Sacramento	
		Class Title of Position Direct Construction Supervisor I	
		Position Number 541-025-4036-001	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general direction of the Senior Civil Engineer or the Supervising Civil Engineer, the Direct Construction Supervisor I, is responsible for the supervision and coordination of all construction projects in the Headquarters Region; and to do other related work.		
30%	*Directs the Headquarters Carpenter II and Electrician II positions, evaluates permanent and casual employees' technical performance and coordinates project priority with the Senior Civil Engineer. *Provides management and oversight to construction projects by applying the most effective construction management methods and practices. *While working with Region Finance and Business Services Office (BSO), completes and ensures that all contracts, purchase orders, service orders, card purchases are complete and accurate.		
	*Determines and manages the means and methods for assigned regional projects by applying industry construction standards, code compliance, schedules, budget constraints, available workforce, state procurement and contracting laws and guidelines. *Develops and maintains project budgets and construction schedules from the inception of assigned projects to completion. Effectively communicate project scope, construction schedule, and budget, utilizing the approved construction drawings, cut sheets, and specifications in accordance with the policies and procedures. *Ensures status updates for all projects. *Inspects project work sites by visually and physically inspecting to verify scope, code compliance, and construction design *Manages and oversees contractors, subcontractors and vendors for various construction projects. *Obtains/prepares samples and completes tests and quality control. Ensures California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and other environmentally regulations are followed for each construction project, as well as HAZ MAT and asbestos testing and compliance are followed under state policy.		
	*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.		
Equal Employment Opportunity (EEO) Statement: 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: Travel, late hours, and occasional hours on weekends are possible.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Coordinates and consults with department representatives, other agencies, Inspectors, Architects, Engineers, Subcontractors, and other personnel to resolve problems/issues for projects in accordance with generally accepted construction management techniques. *Assists the Senior Civil Engineer, Supervising Civil Engineer or Principal Engineer of Technical Services with facility audits and inspections for health and safety and code violations at; Inmate Camps, Airbases, Emergency Command Centers and other critical facilities on behalf of Tech Services; and any other construction inspection needs.
10%	*Assists the Supervising Civil Engineer with the hiring and separation of employees, qualifications to perform assignments. *Reviews and interprets Memorandum of Understandings (MOU) and other contracts for casual trade employees and bargaining union contracts for civil service employees' overtime, holiday, shift pay, travel, subsistence and per diem requirements.
10%	*Ensures that equipment inventory and fleet management inventory is accounted for in accordance with State Administrative manual and Headquarters Fleet Manager direction.
5%	*Responsible for providing oversight of the Injury and Illness Prevention Program (IIPP) in accordance with all regulations. Ensures that all Equal Employment Opportunity (EEO), policy and procedures requirements are being met.
5%	Any other class related duties as assigned.
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Job qualifications and/or conditions of employment:

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

Employee Signature <small>Personnel use only</small>	Date <input type="checkbox"/> Posted to Directory	Supervisor Signature _____ <small>Initials and Date</small>	Date
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