

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Direct Construction Supervisor I</u>	
		Division and/or Subdivision <u>Northern Region / Sonoma-Lake-Napa Unit</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>St. Helena, CA</u>	
		Class Title of Position <u>Direct Construction Supervisor I</u>	
		Position Number <u>541-114-4036-001</u>	
		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.		
35%	<u>Under the general direction of an Assistant Chief, the Direct Construction Supervisor I (DCS I), is responsible for the supervision and coordination of all construction projects in the assigned Unit in partnership with Region Technical Services; and to do other related work.</u>		
35%	<u>*Is Unit liaison to Region Technical Services, and collaboratively provides management and oversight of construction projects, by applying the most effective construction management methods and practices. *Determines and manages the means, methods, and priorities for Unit 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. *Working with Unit/Region Finance, and Region Technical Services, completes and ensures that all contracts, purchase orders, service orders, card purchases are complete and accurate.</u>		
	<u>*Ensures status updates for all projects. *Inspects project work sites by visually and physically inspecting to verify scope, code compliance, and construction design, in coordination with Region DCSI *Manages/ oversees employees, contractors, subcontractors and vendors for various construction projects. *Provides technical leadership and oversight to Water and Sewer Plant Operators and/or Stationary Engineers, as needed. *Obtains/prepares samples and completes tests and quality control. *Ensures compliance with California Environmental Quality Act, National Environmental Policy Act, and other environmental regulations for each construction project, as well as hazardous materials and asbestos testing and compliance under state policy. *Coordinates and consults with department representatives, other agencies, Inspectors, Architects, Engineers, Subcontractors, and other personnel to resolve project issues in accordance with generally accepted construction management techniques.</u>		
	<u>*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.</u>		
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: <u>Possession of a valid driver license issued by the Department of Motor Vehicles and ability to lift 50 lbs. is desired. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Will be subject to working nights, weekends and holidays. Will be subject to travel throughout the State, at times over night.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		<input type="checkbox"/> Posted to Directory	
Initials and date			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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10%

*Assists 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 performs any other construction inspection needs, in collaboration with the Office of the State Fire Marshal, and via the GOVMotus platform.

10%

*Ensures that equipment inventory and fleet management inventory within the assigned program is accounted for in accordance with State Administrative Manual and Region Fleet Manager direction.

10%

*Responsible for providing oversight of the Injury and Illness Prevention Program (IIPP) in accordance with all regulations within the assigned program. *Ensures that all Equal Employment Opportunities (EEO) policy and procedure requirements are met. Any other duties as assigned.

*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.

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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

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date