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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)   |  | Working Title of Position<br><b>Project Director II</b>                |  |
|   |  | Division and/or Subdivision<br><b>Technical Services Section</b>       |  |
| 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<br><b>1131 S Street, Sacramento, CA 95811</b> |  |
|   |  | Class Title of Position<br><b>Project Director II</b>                  |  |
|   |  | Position Number<br><b>541-025-4020-001</b>                             |  |
|   |  | Effective Date<br><b>10/08/2025</b>                                    |  |
| Percentage of Time Required   | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.  |  |  |
| 40%   | <p>Under the supervision of the Project Director III, the Project Director II is the State Representative for managing facility improvement projects and associated contracts. The Project Director II is responsible for providing oversight and management of capital outlay projects from the planning phase through the design and construction phase. Duties include, but are not limited to:</p> <p><u>Construction Phase</u></p> <ul style="list-style-type: none"> <li>*Manage the construction of capital outlay projects in accordance with project phases, scope, and legal budget authority. *Prepare contract requests for required material testing based on recommendations from architects and engineers and submit to Contract Analyst for processing.</li> <li>*Facilitate preconstruction conferences and project progress meetings with contractors, inspectors, stakeholders, Architects, Engineers, and/or technical specialists. *Coordinate responses to questions, Requests for Information (RFI) and/or submittals from the General Contractor, Architecture and Engineering (A&amp;E) staff, Inspector of Record, and Testing/inspecting contractors via written and verbal communication. *Obtain change order cost estimates from contractors and negotiate final costs of change orders with the contractors.</li> <li>*Monthly review and monitor the contractor's schedule. *Approve contractor's monthly progress payments and submit to California Department of Forestry and Fire Protection (CAL FIRE) Accounting Office to ensure payments are issued in conformance with established guidelines.</li> <li>*Participate in claims management, carefully review bid documents, timely response to questions, submittals, and change orders. *Perform onsite inspections of projects to approve vendor payments of activities and completion of tasks. *When needed, consult with CAL FIRE management and CAL FIRE Legal Services for dispute resolution. *When needed, facilitate on site meetings concerning the project for inspection, collaboration and/or conflict resolution.</li> </ul> <p>*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.</p> |  |  |
| <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: <a href="#">See page 4</a>  |  |  |  |
| "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   |  | _____<br>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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| 30% | <p>(Continued)</p> <p>*Select the most qualified contractors and execute contracts in accordance with the project scope, budget, and applicable laws, regulations, and Building Codes. *Work with Contract Analysts preparing Invitation for Bid (IFB) requests. *Work with Contract Analysts to review and score bid submittals. *Develop the project's scope of services and Estimate of Value of Service (EVS) for the A&amp;E staff and other consultants. *Prepare bid contract request and submit to Contract Analyst for final preparation. *Review final contract for accuracy and completeness.</p> <p>*Finalize construction close-out and completion of the project in accordance with the scope and budget language. *Accept close-out documents (O&amp;M manuals, Warranties, As-Builts) *Process final payment to the contractor in accordance with the contract requirements. *Distribute copies of close-out documents to CAL FIRE HQ Technical Services, Region Technical Services, and Unit.</p> <p><u>Preliminary Plan Phase</u></p>   |
| 20% | <p><u>Working Drawing Phase</u></p> <p>*Develop preliminary plans for capital outlay projects within scope and budget language. *Work with Technical Services Environmental Planner to ensure California Environmental Quality Act (CEQA) process and documents for environmental impacts are completed. *Participate in the development of project needs, preparation and review of preliminary plans, specifications, and cost estimates with CAL FIRE, A&amp;E staff, and stakeholders. *Facilitate preliminary plan phase progress meetings with CAL FIRE, A&amp;E staff, and stakeholders. *Participates in the preparation of the preliminary plan approval package, which includes the specifications, cost estimate, and evidence of completion of environmental reporting requirements, for acquiring the approval to proceed with the Working Drawings phase from the State Public Works Board (SPWB).</p> <p>*Ensure construction documents and plans for capital outlay projects are accurate and in compliance with program requirements so the project can proceed to bid in accordance with the project scope and identified budget. *Prepare Division I (one) specifications.</p> <p>*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.</p> |

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Job qualifications and/or conditions of employment: [See page 4](#)

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ 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%

(Continued)

\*Oversee the preparation of working drawings, specifications, and cost estimates. \*Prepare Division 0 (zero) specifications working with the Contract Analyst for clarity and consistency with construction documents. \*Manage Peer Review Contracts. \*Coordinate the review and approval of the project documents with stakeholders, design consultants, Architects, Engineers, technical specialists, and regulatory agencies utilizing various communication methods. \*Facilitate working drawing phase progress meetings with design consultants, Architects, Engineers, technical specialists, and stakeholders.

\*Obtain working drawing phase approval and authorization to proceed to bid by Department of Finance (DOF) and to award the construction contract. \*Prepare funding approval package using Microsoft Office software. \*Ensure all appropriate documents are received by the Contract Analyst from the design team by meeting with the Contract Analyst and reviewing the documents. \*Oversee that the contract is signed and awarded to the contractor within required timeframe by communicating with the Contract Analyst and the contractor. \*Coordinate responses to document clarification requests with designated Technical Services staff. \*Coordinate advertising of bid with Contract Analyst. \*Facilitate pre-bid conference and project site walk-through to ensure scope is clearly delineated. \*Respond to questions from bidders utilizing bid addenda. \*Coordinate with Contract Analyst at public meetings the opening of bids.

Project Management

\*Develop and prepare a Project Management Plan (PMP) for every project utilizing Microsoft Project and develop attachments to the PMP as required (e.g., detailed schedule, constructions management plan).

\*Maintain and manage costs and ensure funding and payments with the project scope and identified budget. \*Establish and monitor the budget for all project expenses utilizing Microsoft Excel and Microsoft Access. \*Reconcile project expenditures throughout the project and close-out. \*Review consultant and/or contractor proposed billing and approve all project related invoices for payment after ensuring funding availability.

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Job qualifications and/or conditions of employment: [See page 4](#)

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(Continued)

\*Maintain files on project history and produce accurate project status reports. \*Update project information into Microsoft Access "Projects" database. \*Communicate project status to CAL FIRE management via written reports and in person. \*Submit reports to CAL FIRE management and stakeholders at monthly CAPCOM meetings.

Desirable Qualifications

- Consultant fee structures.
- Project cost accounting.
- California Environmental Quality Act (CEQA), and its regulatory processes.
- Highly proficient with Microsoft (MS) Access, MS Word, MS Excel, and MS Project.
- Effectively handle stress and deadlines

Interpersonal Skills

- Communicate effectively and work well with co-workers, consultants, contractors, external Departments and Agency employees.
- Be a good team player.
- Effective team leader of CAL FIRE employees, private consultants and contractors working together toward successful completion of capital outlay projects.
- Willingness to adapt to change due to unforeseen circumstances.

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Job qualifications and/or conditions of employment: 5% of travel by airplane and vehicle. May be required to work weekends or over eight hours per day. Required to wear safety equipment at construction sites (i.e., hard hat, safety glasses, and boots). Field work may involve exposure to extreme elements, dirt, dust, loud noises, uneven ground, and slippery surfaces. May also be subject to inclement weather that includes rain, heat, and cold. May involve frequent and prolonged periods of standing and walking.

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Date \_\_\_\_\_

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