



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development	Engineer, Civil	549-864-3130-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Southern Service Center	Civil Engineer	R09
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Engineering	San Diego or Sacramento	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Senior Civil Engineer
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The reporting location for this position is either the San Diego or Sacramento office. This position will work under the direction of a Senior Civil Engineer and will perform or coordinate project teams in the preparation, delivery, and approval of project specific design and construction drawings, documents, detailed project cost estimates and schedules for competitive bidding and construction of projects. The incumbent will perform or coordinate project teams to provide construction and maintenance related engineering services.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Designs & Plans - Performs design and prepares plans associated with State Park facilities. Design duties typically consist of: conducting site visits to determine existing field conditions and using engineering principals, methods, codes, design guides, publications, equipment and computers to create engineering drawings showing the information necessary for constructing facilities required. These drawings include layouts, typical sections, cross-sections, elevations, details and schematics. Typical facilities include wastewater systems, water delivery systems, road improvements, parking facilities, drainage systems, boat launching facilities, etc..	
25%	Specifications - Prepares job specific written specifications using standard specifications, manufacturer's data and departmental guidelines and standards. Specifications are combined with the plans discussed above to form the construction documents package. The package is used for competitive bidding and construction of the project. Prepares detailed cost estimates to ensure the cost of the project is within budget. Estimates are made using industry publications, historical data and estimating guides.	
10%	Design Standards & Details - Develops design standards and details using engineering principals, methods, codes, design guides, publications, equipment, computers and previous projects to create standard engineering drawings for constructing typical facilities with a focus on water/wastewater. Checks plans, specifications and cost estimates for in-house designed and consultant designed facilities to ensure conformance with CBC, Office and Department standards.	
10%	Construction Engineering - Performs construction engineering for State Park facilities that includes providing technical engineering consultation for construction field personnel, reviewing contractor shop plans and submittals and conducting field inspections and tests of completed work to ensure compliance with contract documents. Reviews and amends the contract plans to reflect changes	

	made and approved during construction by construction field personnel. These plans become the official as-built drawings for the facility.	
10%	Maintenance Investigations - Conducts routine and emergency maintenance investigations for State Park facilities. Investigations are performed to ensure the safety, reliability and proper operation of the facility and its systems and to preserve and protect the investment in the facility and its systems. Investigations consist of field inspections, troubleshooting, testing and providing technical engineering consultation for park maintenance personnel. Investigations are followed with reports and correspondence that outline the condition of the facility and include recommendations and estimates for necessary repairs.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Cubicle workspace in office environment when not working in the field. Intermittent exposure to loud noise.		
TELEWORK DESIGNATION:		
This position is designated as Telework Eligible - Office Centered.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class C California Driver's License is required. This position also requires periodic travel to park units and District offices statewide.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE