

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Engineering Coordinator</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.		Division and/or Subdivision <u>Northern Region Headquarters</u>	
		Location of Headquarters <u>Sacramento/ Santa Rosa</u>	
		Class Title of Position <u>Engineer, Civil</u>	
		Position Number <u>541-101-3130-VAR</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.		
<u>35%</u>	Under the direction of the Senior Civil Engineer for Northern Region Technical Services, the Engineering Coordinator must have a working knowledge of and perform the following duties: *Prepares plans, designs, specifications, contracts, cost estimates, California Environmental Quality Act (CEQA) packages, schedule for improvement and repair projects, and act as project coordinator and administrator. Coordinates construction projects with Supervisor. *Represents Region Technical Services and serves as a liaison with the Department of General Services during the acquisition, design and construction phases of Major and Minor Capital Outlay projects, as wells as any other Special Projects within the Region.		
<u>20%</u>	*Consults on construction activities and conducts required inspections and structural observation for assigned projects.		
<u>15%</u>	*Provides engineering counsel and technical guidance to the Region, Units, Deputy Chief of Technical Services, and to the Technical Services Staff.		
<u>15%</u>	Assists department staff in developing, revising, and estimating costs for Capital Outlay Budget Change Proposals (COBCP).		
<u>10%</u>	Provides technical counsel and supervision in matters concerning design of water and waste water systems for department facilities. Provide peer engineering review for plans and calculations (prepared by other engineers).		
<u>5%</u>	Other duties as required, including emergency incident activities.		
*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: Overnight travel may be required. Ability to obtain and maintain certified purchaser status. Ability to drive a state vehicle to various job site locations. May be required to work nights, weekends, and holidays. Hire is contingent on passing a medical clearance. A Professional Civil Engineering license is preferred.			
"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 _____			

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test.

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Employee Signature

Date

Supervisor Signature

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Initials and Date