

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Senior Civil Engineer	
		Division and/or Subdivision Technical Services Section	
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 Sacramento	
		Class Title of Position Senior Civil Engineer	
		Position Number 541-025-3120-003	
		Effective Date November 1, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<u>JOB SUMMARY</u> Under the general direction of the Supervising Civil Engineer, performs advanced civil engineering work related to the planning, design, and oversight of construction and repair work for state-owned facilities and infrastructure. Supervises professional and technical staff, including engineering and construction personnel, engaged in the design and execution of assigned projects. Duties include but are not limited to: <u>ESSENTIAL FUNCTIONS</u> *Lead the development of project scopes by meeting and coordinating with facility staff to identify needs, define objectives, and establish project requirements. Analyzes proposed work for practical and economic feasibility and prepares preliminary planning documents, cost estimates, and schedules. Oversee the use of external design consultants as needed, ensuring work aligns with project objectives and agency standards. Assists the Supervising Civil Engineer in tracking Capital Outlay and Headquarters Special Repair projects for CAL FIRE. *Serve as project lead for multi-disciplinary design efforts, overseeing the preparation and review of plans, specifications, and technical reports. Perform and direct civil engineering design work, serving as Engineer of Record for site grading, paving, utilities, structural systems, and hazardous materials (HAZMAT) mitigation. Coordinate with other design disciplines, mentors staff engineers, and reviews plans, specifications, and calculations for accuracy and compliance. Collaborate with Authorities Having Jurisdiction (AHJs) to resolve code interpretation issues and develop practical engineering solutions. *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: See page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory			
Initials and date _____			

Working Title of Position
Senior Civil Engineer

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

20%

*Monitor the design and construction phases of projects to ensure conformance with approved plans, specifications, and schedules. Plan or direct field inspections, prepares progress and inspection reports, and provide recommendations regarding construction activities and issues encountered in the field. Coordinate with consultants, contractors, and other agencies to address problems during construction. Track the progress of projects and provide status updates to upper management.

10%

*Supervise assigned engineering and construction staff, providing technical guidance, mentorship, and performance feedback. Coordinate workloads, assign projects, and ensure work meets established standards and schedules. Promote professional development by facilitating training and continuing education to keep staff current with evolving codes, standards, and best practices.

5%

*Assists in developing and updating departmental policies, design standards, and standard operating procedures for civil engineering work. Ensures that new design approaches, regulatory changes, and lessons learned from past projects are incorporated into existing guidelines, supporting consistent and effective engineering practices across the organization.

5%

*Other related job duties, assigned in accordance with the class specification.

Desirable Qualifications

- Familiar with working with the Department of the State Architect
- Familiar with working with Office of the State Fire Marshal
- AutoCAD Experience

*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: **Possession of valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.**

"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