



DUTY STATEMENT

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| <input checked="" type="checkbox"/> | Current |
| <input type="checkbox"/> | Proposed |

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| Position Classification: Senior Electrical Engineer | Working Title: Senior Electrical Engineer |
| Position Number: 006-190-3600-102 | CBID: R09 |
| Work Week Group: E | Work Hours: 8:00 am – 5:00 pm |
| Command/Directorate/Unit: Facilities & Infrastructure / Design and Project Management Unit | Physical Work Location: JFHQ 10601 Bear Hollow Drive Rancho Cordova, CA 95670 |
| Supervisor Name: Nick Giannini | Supervisor Classification/Rank: Principal Architect |
| Current Incumbent: Vacant | Effective Date: TBD |

- Position Requirements:
- | | |
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| <input type="checkbox"/> Conflict of Interest Filer (Form 700) <input checked="" type="checkbox"/> California Driver’s License <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input checked="" type="checkbox"/> Class C <input type="checkbox"/> Class C w/Endorsement: _____ | <input type="checkbox"/> Travel to Multiple Locations <input checked="" type="checkbox"/> Occasional Travel <input checked="" type="checkbox"/> Other (Specify): <u>Common Access Card (CAC)</u> |
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As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Under the general direction of the Principal Architect, the Senior Electrical Engineer is responsible for the accurate and timely completion of assigned projects, ensuring designs comply with industry codes and standards, client specifications, and State regulations. The engineer is accountable for delivering projects on schedule and within both the construction and Optima budget periods, including stamping final design and construction drawings. The Senior Electrical Engineer collaborates closely with the Project Manager and Construction Administration Specialist to meet or exceed client and California Military Department (CMD) standards. Additionally, the Senior Electrical Engineer identifies opportunities for improvement on each project, including potential increases to work scope.

Essential Functions:

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| 40% | <p>Understanding the implementation of the six phases of design.</p> <p>Planning Phase:</p> <ul style="list-style-type: none"> Conduct rigorous technical assessments of electrical design concepts to validate viability, ensure code compliance, and define project scope. Lead the evaluation and selection of specialized design consultant teams, ensuring high-quality project delivery. <p>Schematic Design phase:</p> <ul style="list-style-type: none"> Develop preliminary design options and associated cost options. Conduct comprehensive regulatory reviews to establish project parameters and ensure adherence to local, state, and national electrical codes. Develop foundational project drawings and system diagrams to define the electrical scope and technical requirements. Provide expert technical input to the initial project schedule. <p>Design Development Phase:</p> <ul style="list-style-type: none"> Develop comprehensive preliminary electrical drawings, technical specifications, and detailed budgetary cost estimates. Lead the coordination with mechanical, civil, and structural disciplines. |
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| | <ul style="list-style-type: none"> • Ensure applicable code requirements have been incorporated into the design. • Validate that all design concepts incorporate applicable electrical codes, safety regulations, and jurisdictional requirements. • Produce finalized, permit-ready plans and technical specifications that translate conceptual designs into actionable construction packages. • Coordinate with other disciplines and plan check drawings for accuracy. • Finalize comprehensive project cost estimates, accounting for current market rates and specialized material requirements. <p>Bid Phase:</p> <ul style="list-style-type: none"> • Attend bid walk and address Prebid Requests for Information (RFIs) and review submitted bids. <p>Construction Support Phase:</p> <ul style="list-style-type: none"> • Work with the project team to address and answer RFIs and review and approve submittals. Perform project inspections at various points of the project. Provide solutions and revised drawings (i.e. if necessary) to problems that arise from construction activity. • Provide senior-level oversight through multi-phase design reviews, identifying potential system conflicts and optimizing consultant deliverables for technical accuracy. <p><i>* Execution of the phases above require a Common Access Card (CAC) to access federal Builder system, PRIDE, G-9 WEBCASS-E Portal, Cleanup Restoration & Liabilities (CRL), Natural Resources Revenue Tracking (NRRT), Environmental Quality Universal Information Portal (EQUIP), Regulatory Enforcement Action Compliance Tracking (REACT), Defense Occupational and Environmental Health Readiness System (DOEHRS), and access to Federal Facilities. A CAC is also necessary to access our federal SharePoint site to reach project files. *</i></p> |
| 20% | <ul style="list-style-type: none"> • Conduct statewide assessments of facilities to ensure compliance with State and Federal laws. • Develop design solutions, monitor construction compliance, and provide final certification that projects meet regulatory guidelines. • Analyze and recommend compliance strategies and legal guidelines to Directorate leadership to secure funding or implement corrective actions. |
| 20% | <ul style="list-style-type: none"> • Provides consultation and technical guidance to construction and maintenance operations personnel. • Conducts value analysis and recommends solutions for diverse electrical engineering challenges. • Performs periodic inspections and field surveys during the planning and construction phases of in-house design projects. • Initiates and reviews design modifications as required to ensure project accuracy and compliance. • Participates in the development and review of project proposals for capital outlay, sustainment, restoration, and modernization initiatives. • Provides technical input to facilities and training site staff to define project scope and requirements. |

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| 15% | <ul style="list-style-type: none"> Provides construction phase support, including the review and approval of submittals, change orders, and Requests for Information (RFIs). Performs technical research work related to electrical construction issues. Prepares as-built drawings for all in-house electrical construction completed by engineer branch. A key component of this position involves travel to support the duties outlined above. Employees will be required to travel for construction meetings, project stakeholder meetings, design charrettes, project inspections, and site visits to collect information necessary for completing design projects. Some assignments may require multi-day travel. <i>*As required by Army Regulation AR420-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators. *</i> |
| Non-Essential/Marginal Functions: | |
| 5% | Other duties as assigned. |
| Knowledge, Skills, and Abilities: | |
| <p>Knowledge of: Electrical theory and practice, modern electrical equipment and apparatus and power distribution and complicated control systems; illumination design and application; specification writing, estimating, and material listing; various codes, safety orders, and regulations governing electrical work; motors, transformers, power centers and their application; principles of effective supervision and planning, organizing, and directing the work of others; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> | |
| Skills: N/A | |
| <p>Ability to: Plan, organize, and direct the work of others; make field inspections and surveys and direct or inspect field construction operations; check drawings and specifications; establish and maintain cooperative relations with those contacted in the work; analyze situations accurately and adopt an effective course of action; dictate correspondence and prepare reports; effectively contribute to the department's affirmative action objectives.</p> | |
| <p>Required Qualifications:</p> <ul style="list-style-type: none"> Current Professional Electrical Engineering License in California. Possess a valid California driver's license. This position requires issuance and continued possession of a DoD Common Access Card (CAC) to perform essential duties that under the provisions of AR 200-1. Position will require unescorted installation access to federal installations throughout the incumbents employment specifically: <u>authenticated access to DoD NIPR systems including [G-9 WEBCASS-E Portal, Cleanup Restoration & Liabilities (CRL), Builder infrastructure rating system; PRIDE real property management system; Natural Resources Revenue Tracking (NRRT), Environmental Quality Universal Information Portal (EQUIP), Regulatory Enforcement Action Compliance Tracking (REACT), Defense Occupational and Environmental Health Readiness System (DOEHRS), California Army National Guard SharePoint (Federal NIPR), Guard Knowledge Online (GKO), Joint Knowledge Online (JKO)], and digitally sign/encrypt official correspondence.</u> | |
| <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> Experienced in designing and reviewing low-voltage systems, including fire alarm and telecommunications. Proficiency in Procore for project tracking, documentation, and coordination. Skilled in technical specification writing and AutoCAD, with the ability to generate, edit, and review technical drawings. | |

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- Experienced in using Fluke meters (multimeters) to measure electrical current, voltage, and resistance for troubleshooting and system verification.

Work Environment:

- Work in a dynamic environment with both military and civilian personnel.
- Work is performed primarily in an office setting with standard office equipment and conditions.
- Regular travel to construction sites, facilities, and training locations, with exposure to outdoor weather conditions and varying site environments.
- Frequent interaction with project managers, construction specialists, and facilities staff.
- Adaptable to shifting priorities and able to transition quickly between tasks as directed by leadership.
- Exposure to active construction sites requires adherence to safety protocols and proper use of personal protective equipment (PPE).
- This position will require the employee to report to work at the office not telework from home.

Physical/Mental Abilities:

- Ability to manage multiple concurrent projects and responsibilities, including design reviews and construction administration activities, while maintaining accuracy and meeting deadlines.
- Demonstrated adaptability and responsiveness to shifting priorities, with the ability to quickly transition between tasks based on leadership direction and organizational requirements.

Equipment Used:

- Proficient in Microsoft Office Suite, including Word, Excel, Microsoft Project, and Microsoft Teams, with the ability to prepare reports, track project schedules, manage data, and coordinate team collaboration.
- State vehicles.
- Working knowledge of Adobe software (e.g., Adobe Acrobat and related applications) for document editing, markup, and electronic file management.
- Ability to utilize AutoCAD for reviewing, editing, and producing technical drawings.
- Proficient in operating a large-format plotter for printing architectural and engineering drawings.

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

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| Employee Name (Print) | Signature | Date |
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Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

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| Supervisor Name (Print) | Signature | Date |
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State Personnel Office Use Only

State Personnel Certification: Approval

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| C&P Analyst Name (Print) | Signature | Date |
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