

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division/Land and Facilities Engineering Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-021-3130-905
UNIT NAME AND LOCATION Land and Facilities Engineering Branch/ West Sacramento California	CLASS TITLE Engineer, Civil
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Senior Civil Engineer, performs difficult office and field engineering work and takes responsible charge of civil engineering works in accordance with the State Business and Professions Code for Professional Engineers.
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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Plans, designs, prepares complicated engineering calculations, details, negotiates, and accomplishes the design and preparation of drawings, specifications, and estimates for construction and maintenance of a wide variety of statewide civil engineering projects such as state owned housing, office buildings, public accessible buildings and facilities, public and maintenance access roads, bridges, public foot bridges, and culvert crossings within the Department's wildlife areas, hatcheries, offices, and ecological reserves. Prepare scope of work for public works contracts, attend and organize job walks. Projects include structural review buildings, erosion structures, and related civil type engineering works. Assist in reviewing Minor or Major Capital Outlay civil engineering project plans and specifications by other Agencies. Develop policy and guidance documents assigned by the supervisor. Assist with the development of Capital Outlay and deferred maintenance annual workplans. Must possess a valid California Driver's license, as driving throughout the state will be required. The ability to operate vehicles on public roadways to drive to remote areas with rugged terrain. Since remote areas typically do not have reliable cellular service, alternate transportation is not feasible. May require travel by air. Travel on short notice and overnight lodging will be required on some trips.</p>
30%	<p>Plans, directs, and participates in surveying for construction for civil engineering projects. Conduct field surveys to develop topographic information required for project design, planning, or verification of field conditions. Assist the Department's regional staff in a wide range of complex field investigations, surveys, bridge and road analysis and project planning activities for Department infrastructure projects.</p>

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20%	<p>Use state-of-the-art computer programs and surveying equipment to generate and prepare detailed engineering drawings along with site and topography maps. Make field investigations of and for laboratory analysis of materials being used in construction projects. Prepares budget, preliminary costs estimates for engineering reports.</p> <p>Participate in the solicitation and award of projects. Prepare and administer contracts and contract documents. Act as the project manager for public works contracts. Inspects or directs inspection of construction and maintenance projects.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS</u></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of the Engineer, Civil's goals and objectives.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics.</p> <p>Ability to: Do simple mapping and drafting and make neat and accurate computations and engineering notes; prepare reports; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively.</p> <p>WORKING CONDITIONS: Position is located in West Sacramento. Must be able and willing to work in adverse weather conditions such as extreme hot or cold, work well with others, maintain consistent and regular attendance, and follow established safety procedures inherent in the job. This position offers the possibility of an office-centered telework agreement based on the Department's current Telework Policy.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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