

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Chief Engineer	
		Division and/or Subdivision Management Services / Technical Services	
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 Principal Transportation Engineer	
		Position Number 541-025-3152-001	
		Effective Date April 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under Direction of the Assistant Deputy Director of Technical Services, the incumbent will act as the Chief Engineer for the Department. The Chief Engineer will oversee the execution of Department infrastructure and facility projects to ensure CAL FIRE operations and meeting its' mission, vision and values. The Chief Engineer is responsible for decisions, actions and consequences inherent in planning, directing of two Supervising Civil Engineer, one Sr. Land Surveyor, one Sr. Environmental Planner and Engineering oversight over the Headquarter Architectural and Engineering Unit as well as ten Region Civil Engineers. Essential duties for this position will include but not limited to:		
20%	*Oversee projects and direct their execution for study, acquisition, plan development, surveying, design and construction. *These projects will include Capital Outlay, Special & Emergency Repairs, Deferred Maintenance, structure modifications/alterations and Emergency Incident Support. *Oversee, coordinate and advise the Technical Services Unit and Capital Outlay Command (CAPCOM) for projects from all phases of the capital outlay process. *Perform critical program level reviews, identify and resolve conflicts at both the program and project level, evaluate program and project effectiveness, and recommend Department action on an Asset Management Plan, Five Year Infrastructure Plan and Special Repair Priority Plan. *Ensure that state and federal laws, requirements, public transparency and accountability are met. *Plan and manage situations to meet statutory requirements and timeframes. *Exchange information and coordinate with appropriate Department staff, Cooperators, Local Government, State and Federal agency's managers and participants.		
	*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:			
"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 _____			

Working Title of Position

Chief 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%

*Review and evaluate Budget Change Proposals (BCP's and COBCP's) for consistency with program and the Department's mission, vision and values. * This includes vetting new projects for addition in the Department's Five-Year Infrastructure Plan, evaluating scope, estimates of cost and resources necessary to execute projects. Review technical engineering information and provide necessary engineering estimates, specifications or studies necessary for the responsible execution of these projects. * Assist Technical Services sponsors and administrators in the development of complete, accurate, and logical proposals to seek funding for the execution of projects.

20%

*Evaluate existing and develop Department policies related to project delivery for programs and cooperators, as well as infrastructure and facilities plans. * Develop strategies to ensure the delivery of projects and compliance with state and federal statutes.

10%

*Oversee and review programs and projects to ensure compliance with applicable state and federal laws, rules, regulations and policy. *Recommend corrective action as needed to ensure consistency. *Oversee the development and execution of policies and procedures for CAL FIRE Technical Services to provide standards to safeguard health, property and public welfare by oversight of Department design, material selection, construction and maintenance of all Department buildings and structures. *Recommend corrective actions as needed to ensure consistency and compliance.

Desirable Qualifications

- Bachelor's Degree or Higher in related field
- Program Management Experience
- Contract Management Experience
- Engineering Software (AutoCAD)

*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:

"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