

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31026	DGS DIVISION / OFFICE or CLIENT AGENCY Real Estate Services Division	
UNIT NAME Construction Inspection and Management Branch	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 320 West 4th Street, Ste. 330 Los Angeles, Ca 90013	
CIVIL SERVICE CLASSIFICATION Construction Supervisor II	POSITION NUMBER 719-631-4030-002	CBID R09
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP WWG 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday 7:00 a.m. to 3:30 p.m.	TENURE Permanent	
WORKING TITLE Construction Supervisor II	TIMEBASE Full time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☒ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the direction of the Construction Supervisor III, the position performs work of average difficulty in connection with the making of detailed technical inspections of buildings and facilities under construction or alteration.

SPECIAL REQUIREMENTS ☒ Medical Clearance ☒ Background Clearance ☐ Typing ☒ DMV Pull Notice ☐ Drug Testing
☒ Vehicle Home Storage Permit ☒ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

Background Clearance

This position and/or location requires background investigation clearance.

DMV Pull Notice

This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Vehicle Home Storage Permit

A Vehicle Home Storage Permit is required for any employee who stores a state vehicle at or in the vicinity of his/her home on a frequent basis as defined by CCR, Title 2, Section 599.808 (d).

Driver's License and Class

This position requires a Driver's License Class: C

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PERCENTAGE	DESCRIPTION
25%	Supervises and coordinates the inspection of the construction or alteration of one major or several minor building projects by reporting on construction work in progress in order to inform the client agencies, RESD entities, and other governmental agencies of the project status through verbal and written techniques to ensure contract and code compliance through interpretation of and in accordance with project plans and specifications; the California Code of Regulations, Title 24; and the California Building Standards Code utilizing RESD policies and procedures and construction management tools and techniques.
20%	Prepares an Inspector's Daily Diary Report for each site visit by completing and ensuring monthly progress reports, progress payment estimates, and close out packages are accurate in order to communicate the status of the project(s) ongoing activities, progress schedule, the quality of the work and issues affecting the critical path to ensure project communication of activities and issues utilizing specialized software (i.e. Microsoft Office) and internet use, as directed by CIMB Policy and Procedures Manual.
20%	Determines and approves quality of construction by reviewing and analyzing contract documents to ensure contract requirements, state and local building requirements, and laws meet current building standards in order to comply with codes and building standards utilizing Title 24, the California Building Standards Code, and other building industry standards.
10%	Makes decisions related to construction plans, specifications, adequacy of construction methods and progress by observing work during all phases of the project in order to comply with the contract documents to ensure compliance with construction documents and industry standards utilizing Title 24, the California Building Standards Code, and other building industry standards.
10%	Coordinates with the contractor, design team, client, other regulatory agencies and other State staff in order to keep all parties current on the status of the work and to ensure problems that arise are resolved quickly by conducting site meetings, initiating agendas and completing meeting minutes utilizing industry standards and the CIMB Policy and Procedure Manual.
5%	Consults with design professionals regarding design intent and changes to the contract documents in order to clarify the issues and minimize disputes as well as construction claim issues to ensure project adheres to all codes and regulations through verbal and written communication in accordance with generally accepted inspection and construction management techniques.
5%	Performs and/or coordinates taking tests or sampling of materials by examining various construction components in order to determine compliance of the installed materials with the contract to ensure compliance with industry testing standards using various testing equipment.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Monitors the contractors schedule in order to keep current on the progress through CPM analysis, other network analysis techniques, and in accordance with industry standards as needed. Handles all checks of measurements, lines, and level to ensure contract compliance through the use of levels and measuring tapes at times that are appropriate to the construction schedule as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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☐ Current☒ Proposed☒ Travel (Specify the percentage in the travel box below)Travel 100 % of the time to various locations and may include overnight travel by various methods of transportation.

Walks on uneven ground and around objects/materials scattered on the ground.

Climb ladders or ships ladders.

Ability to move the neck in an unrestricted manner from the front to back and from side to side in order to perform duties.

Ability to reach by extending hand(s), arms(s) and foot/feet in any direction.

Ability to manipulate small components and controls using fine motor skills/manual dexterity.

Ability to visually inspect construction sites and workmanship.

Hear within normal range for safety purposes in a construction area.

Work in a noisy, vibration, dusty, machinery filled environment typical of a construction site.

Walk or stand for extended periods of time.

Work in inclement weather conditions.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED