

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Project Director I	
		Division and/or Subdivision 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 Project Director I	
		Position Number 541-025-4019-003	
		Effective Date August 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 close supervision of the Senior Civil Engineer, the Project Director I is the State Representative for managing facility improvement projects and associated contracts assigned to them. The Project Director I is responsible for providing oversight and management of less complex and less sensitive improvement projects from planning, design, construction, and project closeout. Duties include, but are not limited to: *Assist in planning, organizing, monitoring, coordinating, and administering the work on Department projects from the planning/budget phase, construction phase and through project closeout. *Prior to the budget phase, review proposals from a scope and cost standpoint and advise management on project issues. *Prepare project budget packages, including cost estimates, site plans, and other relevant documents. *Represent the Department in the selection of consultants, fee negotiations, and administration of contracts for architectural and engineering services.		
30%	*Review drawings and specifications for conformance to the authorized scope. *Identify and take appropriate action to correct any issues that have effects on environmental documents. *Facilitate the completion of the California Environmental Quality Act (CEQA) and Due Diligence process, including necessary surveys, studies, and reports. *Establish schedules for projects and monitor projects for compliance with the approved schedules. *Schedule post-contract items prior to the expiration of the guarantee and warranty periods.		
20%	*Responsible for the project construction bidding documents and act in the capacity of the contract manger, including approvals of change orders, progress payments, and contract closeout. *Utilize design working drawings. *Conduct on site field inspections to ensure compliance of plans and specifications are met during the construction phase.		
*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 _____	

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Act as CAL FIRE Technical Services project facilitator and liaison for Department projects and represent CAL FIRE in correspondence and negotiations with contractors, local governments, utility districts, and other State Agencies.		
5%	*Assist the Senior Civil Engineer and Principal Engineer of Technical Services with making recommendations to Technical Services, Department Executives, cooperating Departments and Agencies on issues related to projects, special reports, and facility planning.		
5%	Other job-related duties as assigned. Desirable Qualifications • Knowledge of the California Environmental Quality Act (CEQA), and its regulatory processes • Proficient with Microsoft Access, Word, Excel, and Project • Excellent communication skills and ability to work well with co-workers, consultants, contractors, external Departments and Agency employees. • Excellent ability to work with a team		
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Job qualifications and/or conditions of employment: 5% - 10% of Travel. Overnight travel may be required. Ability to obtain and maintain certified purchaser status. Ability to drive state vehicles to various job site locations. May be required to work overtime, which may include weekends, and/or holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
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