

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Civil Engineer	
		Division and/or Subdivision Southern Region 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 Fresno	
		Class Title of Position Engineer, Civil	
		Position Number 541-401-3130-001	
		Effective Date 9/1/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	Under the supervision of the Senior Civil Engineer of Technical Services, the Civil Engineer must have a working knowledge of and perform the following duties:		
20%	*Prepare engineering designs, plans/specifications, contracts, cost estimates, and schedules for improvement and repair projects. *Act as project coordinator and administrator. *Assist Department personnel with California Environmental Quality Act (CEQA) applications, planning and packages. *Coordinate construction projects with the Direct Construction Supervisor I.		
15%	*Provide oversight with construction projects. *Inspect new construction activities and repair projects, including structural observation for assigned projects.		
15%	*Provide detailed analysis of potential projects for economic and engineering phases. *Provide specialized technical studies and investigations, including research work that relates to Technical Services projects.		
15%	*Provide engineering counsel to Southern Region personnel. *Assist with technical guidance to the Technical Services personnel. *Offer peer review for projects, plans, and calculations prepared by other Engineers.		
10%	*Assist Southern Region Administrators and Technical Services personnel in developing, revising and estimating costs for Capital Outlay Budget Change Proposals.		
10%	*Serve as a liaison with the Department of General Services (DGS) and Sacramento Technical Services personnel during the acquisition, design and construction phases of Major Capital Outlay projects (DGS & Agency retained).		
*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: The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Will be subject to working nights, weekends and holidays. Will be subject to travel throughout the State, at times over night.			
"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 _____	

Working Title of Position
Civil Engineer

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Assist Departmental personnel with various permitting and regulatory processes. *Make purchases for Southern Region projects and other Technical Services personnel with a California Purchasing Card (CALCARD). *Maintain records of expenses through the Financial Information System of California (FI\$CAL) program.

5%

Other duties as required, including emergency incident activities.

*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

