

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

|                                                                                                                         |                                                                                                                                                                                                             |                             |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| RPA NUMBER<br><b>31121</b>                                                                                              | DGS DIVISION / OFFICE or CLIENT AGENCY<br><b>Division of the State Architect</b>                                                                                                                            |                             |
| UNIT NAME<br><b>Field Review Unit</b>                                                                                   | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)<br><b>10920 Via Frontera, Suite 300, San Diego, CA 92127</b>                                                                       |                             |
| CIVIL SERVICE CLASSIFICATION<br><b>District Structural Engineer</b>                                                     | POSITION NUMBER<br><b>718-435-3332-005</b>                                                                                                                                                                  | CBID<br><b>E48</b>          |
| POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                     | PROBATIONARY PERIOD<br><input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A                                                                         | WORK WEEK GROUP<br><b>2</b> |
| WORK SCHEDULE (DAYS / HOURS)<br><b>Monday through Friday / 40 hours per week</b>                                        | TENURE<br><b>Permanent</b>                                                                                                                                                                                  |                             |
| WORKING TITLE<br><b>District Structural Engineer - Telework Option</b>                                                  | TIMEBASE<br><b>Full-Time</b>                                                                                                                                                                                |                             |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> 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 Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under the general direction of the Supervising Structural Engineer, the position is responsible for school construction site (field) supervision of State-owned essential services structures, public K-12 and community college school building structures in an assigned district during the construction phase of the project and performs the difficult and complex structural engineering work related to quality and code compliance which includes the mandated oversight of inspection and required testing of building structure standards under the jurisdiction of the Division of the State Architect (DSA), Regional Office in accordance with Title 24 of the California Code of Regulations (CCR).

**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.

**Telework**

The employee must reside in California.

**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**

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This position requires a Driver's License Class: C

## Certificate

This position requires a certificate in: title of "Structural Engineer" in the State of California

**ESSENTIAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40%        | Oversees mandated building code compliance in an assigned region by visiting construction sites both physically and virtually, observing and evaluating the construction in order to examine unforeseen conditions and structural engineering issues utilizing accurately prepared and completed Reporting of Findings and Conclusion (Field Report) to ensure applicable building codes and regulation compliance and are in accordance with the CCR.                                                                                                                      |
| 20%        | Mitigates and/or resolve code violations and determine if Fire and Life Safety and/or Access compliance plan review are necessary by evaluating and approving Construction Change Documents and related engineering calculations received from clients utilizing the California Building Code, DSA Interpretation Regulations (IR) and expertise in order to achieve applicable project certifications and ensure accordance with the DSA Policy and Procedure and the CCR.                                                                                                 |
| 10%        | Provides field oversight to DSA certified project inspectors by evaluating performance, continually reviewing project documents to determine accuracy and compliance, preparing various types of structural evaluation reports, and mentoring and training the DSA Certified inspectors utilizing established DSA inspector performance and compliance mechanisms in order to maintain a standard inspection performance on current construction projects to ensure compliance with the CCR in accordance with DSA Policy.                                                  |
| 5%         | Pre-approves assignment of workload of DSA Certified project inspectors for new construction projects by evaluating qualifications utilizing DSA Inspector Qualification Requirement Guidelines in order to sustain a standard inspection performance on future construction projects and ensure quality and timely enforcement of all mandated building codes in accordance with DSA Policy and the CCR.                                                                                                                                                                   |
| 5%         | Continually monitors construction progress and determines any remedies for construction issues by scheduling, attending and facilitating various pre-construction and recurring construction meetings with engineers, architects, inspectors, school district officials, contractors, testing laboratories, clients and stakeholders in order to determine if mandated responsibilities are understood and required building code standards are applied utilizing various communication mechanisms to ensure compliance of CCR in accordance with DSA Policy and Procedure. |
| 5%         | Evaluates project files for completeness and accuracy by reviewing for accurate building code interpretation and application in order to provide recommendation(s) to project inspectors, architects and engineers utilizing the CBC, applicable IRs and expertise to resolve outstanding construction issues and ensure proper certification and closeout of construction projects in accordance with the CCR and DSA Policy.                                                                                                                                              |
| 5%         | Ensures understanding of code compliance and/or construction certification requirements during construction phase of projects by providing on-demand and when necessary, on-going expert technical assistance to project architects, contractors, inspectors, and mechanical, electrical, and structural engineers in order to provide expert code interpretation and appropriate application as related to the design and construction of facilities utilizing various communication methods and                                                                           |

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| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                     |
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|            | expertise to ensure understanding and application of code compliance and/or construction certification requirements during construction phases of projects in accordance with DSA Policy.                                                                                                                                                                                                                       |
| 5%         | Performs post-disaster building assessments by preparing summary report of findings and conclusions in order to make recommendations as to whether the building is safe to re-occupy post-disaster utilizing FEMA guidelines, Structural Assessment Program guidelines and all other applicable mandated guidelines and references to ensure compliance with Title24 of the CCR, in accordance with DSA Policy. |

**MARGINAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%         | Acts for the Supervising Structural Engineer or Principal Structural Engineer in his/her absence by assisting with inquiries from division management, architects, mechanical, electrical, structural engineers, inspectors, contractors, school district personnel, clients and/or stakeholders in order maintain the continuity of services, provide information, direction and/or solutions utilizing various communication methods and expertise to ensure DSA meets its mandate to provide design and construction oversight for K-12 schools, community colleges, and various other state-owned and leased facilities in accordance with the DSA Mission Statement, Strategic Plan and Policy. |

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☒ Travel (Specify the percentage in the travel box below)Travel 60 % of the time to various locations and may include overnight travel by various methods of transportation.

May require overnight travel. Travel to various parts of the state.

May be exposed to excessive noise or chaotic environments.

Sit and stand frequently.

Walk occasionally to frequently on a wide range of surfaces for varying distances, indoors or outdoors, in various weather conditions, which may become slippery due to the weather or spillage of liquids or which may be uneven or rough.

Lift and carry occasionally to frequently, in the medium (up to 50 pound maximum) range.

Push, pull, and grip occasionally to frequently.

Stoop, bend, kneel, reach, squat, climb, twist and stretch, occasionally to frequently, to sufficiently observe, manipulate, and move objects 360 degrees horizontally, from floor through overhead levels.

May be exposed to various lighting conditions, including dim or bright light.

Travel to areas impacted by disaster (i.e. earthquake, flood, fire, etc.).

**DESIRABLE QUALIFICATIONS**

Manage time effectively to accomplish multiple tasks within scheduled restraints.

Interpret and apply appropriate laws, rules, regulations, policies, etc. in order to gather and provide information and respond to inquiries from within and outside the Department to ensure compliance.

Communicate effectively, intelligibly, and professionally, by way of verbal, written, or electronic communication, disseminate information, respond to inquiries, provide direction and training, and document appropriate information.

Accurately maintain records and reports to provide information to comply with departmental policies and regulations.

Analyze situations accurately and thoroughly, in order to determine and implement effective and appropriate courses of action.

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Follow verbal and written instructions.  
Maintain all licenses.

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](mailto: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 |
|-------------------|-------------|