

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position HQ Project Delivery Manager	
		Division and/or Subdivision Technical Services Section	
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 Supervising Civil Engineer	
		Position Number 541-025-3133-XXX	
		Effective Date October 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<p>Position Summary Under the general direction of the Principal Engineer, the incumbent plans, organizes, directs, and coordinates the activities of the Technical Services Headquarters Project Delivery Section. The incumbent oversees the delivery of projects supporting Headquarters facilities. Serving as the primary engineering liaison for Headquarters, the incumbent works with facility leadership to identify, prioritize, scope, fund, and deliver facility improvement projects, including support for Capital Outlay planning and project development. The incumbent also provides statewide oversight of CAL FIRE's Bridge Maintenance Program, Towers and Vaults Program, and Hazardous Materials (HazMat) Program, ensuring effective asset management, regulatory compliance, and long-term infrastructure planning.</p> <p>Essential Functions This position requires that the incumbent work cooperatively with others, maintain regular, predictable, consistent attendance, exercise good judgment, and travel to meetings and project sites throughout the state. The specific essential duties include, but are not limited to, the following:</p> <p>Headquarters Facility Project Delivery and Program Oversight *Directs and oversees project delivery for Headquarters facilities through assigned Senior Civil Engineers, ensuring effective coordination with facility leadership on operational and infrastructure needs. *Reviews and approves scopes of work, funding strategy, and delivery methods, including Special Repairs, Deferred Maintenance, Major and Minor Capital Outlay, or other available funding sources, recommended by assigned staff, ensuring technical accuracy and consistency with program priorities. *Directs staff assignments and provides technical guidance and quality review throughout the project lifecycle, from concept through completion, and serves as the escalation point for complex technical, scheduling, or funding issues.</p> <p>*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.</p>		
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 3			
"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	

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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.		
15%	Headquarters Facility Project Delivery and Program Oversight – continued *Reports significant issues, risks, or funding decisions affecting the Headquarters facilities program to the Principal Engineer. *Travels to Headquarters facilities and project sites throughout the state to meet with facility leadership, review project progress, and resolve escalated issues.		
15%	Headquarters Engineering Supervision and Technical Direction *Provides statewide oversight and direction for Headquarters engineering and project management staff. *Oversees the development of plans, specifications, estimates, and other project documents. *Assigns work, establishes priorities, monitors schedules and workloads, and reviews completed work for technical accuracy, quality, and compliance with departmental standards and applicable building codes. *Coordinates with Authorities Having Jurisdiction (AHJs), including the Office of the State Fire Marshal (OSFM) and Division of the State Architect (DSA), as required. *Travels to project sites and meetings throughout the state to verify site conditions, support staff, and coordinate with AHJs.		
10%	Headquarters Construction Program Oversight *Provides statewide oversight and direction for Headquarters construction staff performing self-delivered construction and repair projects. *Establishes work priorities, coordinates schedules, and serves as the primary liaison between construction staff, Architecture and Engineering (A&E) personnel, Headquarters facility leadership, contractors, and other stakeholders. *Assists with resolving field issues, reviews construction documentation, and ensures projects are completed safely, efficiently, and in accordance with approved plans and applicable codes. *Travels to active construction sites throughout the state to observe work in progress, resolve field issues, and verify conformance with approved plans and safety requirements.		
	Capital Outlay Planning and Budget Development *Leads Headquarters Capital Outlay planning efforts by identifying projects requiring long-term funding, developing project scopes, preliminary cost estimates, and supporting documentation. *Prepares or oversees the development of Capital Outlay Budget Change Proposals (COBCPs) and other planning documents. *Coordinates with Headquarters programs, Department management, Department of General Services (DGS), and other stakeholders to advance projects through the State's capital outlay process. *Travels to existing facilities and proposed project sites throughout the state to assess conditions and gather information needed to develop project scopes and cost estimates.		
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10%	Statewide Infrastructure Program Management *Provides statewide oversight of CAL FIRE's Bridge Maintenance Program, Towers and Vaults Program, and Hazardous Materials (HazMat) Program. *Coordinates inspections, maintenance, repairs, regulatory compliance, consultant and construction contracts, and budget planning. *Develops long-term maintenance priorities and asset management strategies while coordinating with Headquarters, Regions, Units, and external agencies to ensure safe, reliable, and compliant infrastructure. *Travels independently, or with others, by vehicle or air, to bridges, towers, vaults, and other infrastructure sites throughout the state, including remote locations such as mountain tops, deserts, and wildlands, to oversee inspections, maintenance, and repairs.		
10%	Special Repairs Budget and Portfolio Management *Develops and manages the Headquarters Special Repairs budget, including forecasting annual funding needs, monitoring expenditures, and administering appropriated funds. *Maintains the Headquarters project portfolio, tracks project schedules and budgets, prioritizes proposed work, and provides regular project status updates to facility leadership and executive management, including presentations during Capital Outlay Command (CAPCOM) meetings. *Travels to Headquarters facilities throughout the state to evaluate proposed repair needs and verify project status.		
5%	*Other job-related duties, as required.		
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Job qualifications and/or conditions of employment: This position may require travel up to 50% of the time to CAL FIRE owned and leased facilities, project sites, and meetings throughout the state, which may include overnight stays. A class C license is required.			
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