STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Architecture & Engineering 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
541-025-3133-001

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.
	Position Summary Under the general direction of the Principal Engineer, the incumbent serves as the engineering manager for the Headquarters Architectural and Engineering (A&E) Section, providing leadership, direction, and oversight for plans development supporting the Department's major capital outlay, minor capital outlay, special repairs, specially funded projects. The incumbent establishes A&E goals, objectives, policies, and procedures; directs and manages A&E staff — including architects, civil engineers, mechanical engineers, and electrical engineers — and consultants in the development of plans, specifications, and facility design standards; administers the A&E Section budget; and ensures design activities comply with applicable codes and regulatory requirements. The incumbent represents the Department in coordination with Authorities Having Jurisdiction (AHJs), including the Office of the State Fire Marshal (OSFM) and Division of the State Architect (DSA), and serves as a technical resource to Department leadership, Regions, and outside agencies on A&E and facility design matters. ***Essential Functions*** This position requires that the incumbent work cooperatively with others, maintain regular, predictable, consistent attendance and exercise good judgment. The specific essential duties are, but are not limited to, the following; ***Plans, Specifications, Construction Administration, and Design Standards*** 25% *Provides oversight for the development, review, and approval of technical drawings and specifications for major capital outlay, minor capital outlay, and specially funded projects, ensuring they are prepared according to project and Department requirements and standards. *Provides oversight for the development and management of objectives and standards for the planning and design of projects, and for the development, revision, and implementation of standards for Department fire stations and assigned facilities, maintaining project quality standards. *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 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

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position

Architecture & Engineering Manager

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Plans, Specifications, Construction Administration, and Design Standards (Continued) *Provides oversight of construction administration activities for assigned projects, serving as the escalation point for complex technical, design, or field-related issues requiring engineering direction and resolution. Provides A&E technical consultation to the HQ Project Delivery Section and Regions on Special Repairs (SR) and Deferred Maintenance (DM) projects as needed.
20%	***Work Planning, Staff Supervision, and Personnel Management*** *Directs, oversees, and participates in development of the A&E Section work plan; assigns work activities, projects, and programs to architects, civil engineers, mechanical engineers, and electrical engineers; monitors workflow; reviews and evaluates work products, methods, and procedures. *Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; and implements discipline as required to maintain the high standards necessary for efficient, professional operation of the Section.
15%	***A&E Section Management and Strategic Direction*** *Develops and implements A&E Section goals, objectives, policies, and procedures; assists the Principal Engineer with Department-wide facility priorities. *Plans, organizes, and directs engineering activities and design efforts for the Department's assigned agency-retained major capital outlay, minor capital outlay, special repairs, specially funded projects.
10%	***Budget Development and Administration*** *Prepares and administers the A&E Section budget; forecasts additional funding needed for staffing, equipment, materials, and supplies to support the Section's design and project delivery workload; monitors expenditures against capital project budgets in coordination with Department budget and finance staff.
10%	***Regulatory Compliance and Agency Coordination*** *Ensures A&E design activities are in compliance with applicable local, State, and Federal laws, codes, and regulations, including the California Building Code; coordinates with Authorities Having Jurisdiction (AHJs), typically the Office of the State Fire Marshal (OSFM) and Division of the State Architect (DSA), as necessary. *Tracks and implements new and revised codes and regulations as they relate to Department projects, and reviews proposed legislation to determine impact on A&E operations, making recommendations to the Principal Engineer as needed.
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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

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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 3**	Working Title of Position Architecture & Engineering Manager

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	***Consultant Selection and Oversight*** *Supports the selection and oversight of architectural, engineering, and other consultants supporting A&E design work; reviews consultant proposals, master plans, design drawings, and detailed specifications to ensure they are prepared in accordance with project and Department requirements.
5%	***Reporting, Public Engagement, and Agency Representation*** *Reports project and program status at monthly Capital Outlay Command (CAPCOM) meetings and provides data, information, and technical reports to Department leadership, Regions, and other Departmental offices as requested. *Meets with the contractors and governmental representatives regarding A&E activities; represents the Department and A&E Section to outside agencies, professional organizations, and technical committees, providing expert background, recommendations, and technical assistance as necessary.
5%	***Field Observations and Statewide Travel*** *Travels throughout the State for meetings, field observations, technical oversight, and construction support for projects to help ensure conformance to plans and specifications. *Presents the results of field observations to CAL FIRE Headquarters, Regions, and other Departmental offices.
5%	Other job-related duties, as required.
	*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.

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Job qualifications and/or conditions of employment: This position may require travel up to 25% 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.

"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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