

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**10999-CSB**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Real Estate Services Division	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -
<b>UNIT NAME AND CITY LOCATED</b> Construction Services Branch – Sacramento Area II	<b>CLASS TITLE</b> Construction Supervisor II
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 7:00 a.m. to 3:30 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> Los Angeles
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-641-4030- 006

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.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Construction Supervisor III, the incumbent performs work of average difficulty in connection with the making of detailed technical inspections of buildings and facilities under construction or alteration.

<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>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.</p> <p><b>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of, governmental decisions that may potentially have a material effect on personal financial interests. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</b></p> <p><b>The Construction Services Branch performs inspection services throughout California. Due to changing workload, the incumbent may be assigned to various project sites throughout the State, requiring long-term travel.</b></p> <p>All work is to be accomplished in accordance with guidelines of the Department of General Services (DGS), Construction Services Branch policies and procedures, California Code of Regulations, Title 24, the California Building Standards Codes, and the building industry standards.</p> <p>Drives a vehicle on large sites, from one site to another, and from one area to another area within the state which may require overnight stays of one or more nights as dictated by the work/project assigned in order to supervise and coordinate the inspection of the work through the use of a personal or state vehicle as directed by Construction Services Branch management.</p> <p>The performance of the following duties shall require substantial field work. The time in the field shall average between 55% and 85%. It will be a requirement that the incumbent transport all materials required for the job. Examples of materials are full set of the California Building Codes, plans and specifications, other reference materials and personal protective equipment needed.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA- CSB - 10999

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p><b>SPECIAL REQUIREMENT</b>  <u>Medical Evaluation</u>  This position requires Medical Evaluation clearance</p> <p><u>Background Evaluation</u>  This position requires Background Investigation clearance</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>25% Supervises and coordinates the inspection of the construction or alteration of one or more major building projects in order to assure contract and code compliance through interpretation of and in accordance with project plans and specifications; the California Code Of Regulations, Title 24; and the California Building Standards Code. Reports on construction work in progress in order to inform the client agencies, RESD entities, and other governmental agencies of the project status through verbal and written techniques and in accordance with RESD policies and procedures and construction management tools and techniques.</p> <p>20% Determines and approves quality of construction in order to meet the contract requirements, state and local building requirements, and laws through the review and analysis of the contract documents and the current building standards in accordance with Title 24, the California Building Standards Code, other building industry standards and sound judgment.</p> <p>10% Writes a diary for each site visit concerning the construction project in order to document the progress and the activities through the use of a computer and based on the Construction Services Section Policy And Procedures Manual.</p> <p>10% Make decisions related to construction plans and specifications and the adequacy of construction methods and progress in order to ensure compliance with the contract documents through observation of the work during all phases of the work and in accordance with construction documents and industry standards.</p> <p>10% Coordinates with the contractor, design team, client, other regulatory agencies and other State staff in order to keep all parties current on the status of the work and to quickly resolve problems that arise by conducting site meetings and initiating agendas and meeting minutes through industry standards and the Construction Services Section Policy and Procedure Manual.</p> <p>10% Prepares monthly progress reports, progress payment estimates, close out packages and other written documentation relating to construction projects in order to communicate the status of the project(s) ongoing activities, progress schedule, the quality of the work and issues affecting the critical path through the use of specialized software (i.e. Microsoft Office XP) and internet use, as directed by Construction Services Section Policy and Procedures Manual.</p> <p>5% Consults with design professionals regarding design intent and changes to the contract documents in order to clarify the issues and minimize disputes as well as construction claim issues through verbal and written communication in accordance with generally accepted inspection and construction management techniques.</p> <p>5% Directs, performs and/or coordinates the taking of tests or sampling of materials in order to determine compliance of the installed materials with the contract through the use of various testing equipment in accordance with industry testing standards. Regularly requires the lifting of materials and/or equipment over 50 pounds (i.e. wheel barrels, concrete test samples and testing equipment) in order to accomplish the various inspection tasks utilizing proper safety methods in accordance with safety guidelines and office procedures.</p> <p><b>MARGINAL FUNCTIONS</b></p> <p>5% <ul style="list-style-type: none"> <li>• Initiates change orders for the project in order to make revisions to the original contract by submitting a Change Order Request in accordance with the Construction Services Section Policy and Procedure Manual.</li> <li>• Provide training to subordinate construction supervisor in order to gain knowledge in construction management and inspection curriculums by verbal and written documentation in accordance with industry standards.</li> <li>• Approves and monitors the contractors schedule in order to keep current on the progress through CPM</li> </ul> </p>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA- CSB - 10999

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>analysis, other network analysis techniques, and in accordance with industry standards as needed.</p> <ul style="list-style-type: none"> <li>Assumes responsibility for checks of measurements, lines, and level in order to assure contract compliance through the use of levels and measuring tapes at times that are appropriate to the construction schedule as needed.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Materials, methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings; work of various building trades; various codes and safety orders applicable to building construction; proper methods of mixing, placing, and curing plain and reinforced concrete; mortar and grout mixes; forms and shoring; methods of steel frame erection and reinforced concrete construction; soils and soil conditions and testing; plumbing, heating, ventilating, air conditioning, and electrical work; structural engineering designs; pile driving; construction management; personal computers and related software programs; principles of various scheduling techniques including critical path scheduling.</p> <p><i>Ability to:</i> Detect poor quality building materials and workmanship utilizing visual inspection with knowledge of industry standards, code requirements, and test results; calculate material quantities; understand and detect deviations from plans, specifications, and other contract documents by inspection; analyze situations accurately and take effective action; lay out and direct the work of others; perform and interpret results from field tests; keep records of time and materials; prepare correspondence and write clear and comprehensive reports; gain and maintain the confidence of those contacted during the course of the work.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>Tact; keenness of observation; and physical stamina.</p> <p><b>ADDITIONAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Possession of a valid California Driver's License (Class C).</li> <li>Apply your knowledge of Title 24, the California Building Standards Code, NFPA Chapters 13 and 14, CALTRANS standard specifications, plans and test methods.</li> <li>Perform basic personal computer skills including electronic mail (Microsoft Outlook), word processing (Microsoft Office-Word).</li> <li>Attend training classes as required and/or needed</li> </ul> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Current registration as an architect or engineer (civil, structural, mechanical, or electrical).</li> <li>Possession of a certificate in general building construction, inspection, or code enforcement from the: American Construction Inspector's Association; International Conference of Building Officials; Office of Statewide Health Planning and Development; other similar association or regulatory governmental organization; or current registration as an architect or engineer (civil, structural, mechanical, or electrical).</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>Work well with a team and independently</li> <li>Build good working relationships with contractors and clients</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>Walk on uneven ground and around objects/materials scattered on the ground.</li> <li>Climb ladders or ships ladders.</li> <li>Ability to move the neck in an unrestricted manner from the front to back and from side to side in order to perform duties.</li> <li>Reaching by extending hand(s), arms(s) and foot/feet in any direction.</li> <li>Manipulate small components and controls using fine motor skills/manual dexterity.</li> <li>Visually inspect construction sites and workmanship.</li> <li>Hear within normal range for safety purposes in a construction area.</li> <li>Work in a noisy, vibration, dusty, machinery filled environment typical of a construction site.</li> <li>Walk or stand for extended periods of time.</li> <li>Work in inclement weather conditions.</li> </ul>