

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**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

**11019-DSA**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Division of the State Architect	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 718-105-3336-004
<b>UNIT NAME AND CITY LOCATED</b> Oakland Regional Office, Oakland	<b>CLASS TITLE</b> Senior Structural Engineer (Plan Review)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday a.m. to p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 1515 Clay Street, Suite 1201
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>

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 Supervising Structural Engineer, the incumbent reviews drawings and specifications for public schools, community colleges, and essential services building projects submitted to the DSA for approval in order to determine compliance with applicable building codes and regulations prior to the construction of the building project.

<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>
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30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>The Department of General Services' (DGS) Core Values and Employee Expectations are keys 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>The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer need.</p> <p>All duties are performed in accordance with Department of General Services (DGS) and Division of the State Architect policies, procedures and guidelines and Title 24 of the California Building Standards Administration Code.</p> <p>In order to determine that projects for public school and essential services buildings prepared by project architects and engineers are in compliance with State standards for structural safety and are in conformance with the California Building Code (CBC), Title 24, Parts I, II and VII using knowledge of the applicable building codes and structural engineering principles:</p> <ul style="list-style-type: none"> <li>▪ Reviews designs, plans, specifications, reference material and calculations.</li> <li>▪ Reviews all documents associated with the building project such as soil reports, geological hazard reports, Addenda, Deferred Submittals, Construction Change Directives and other information provided.</li> <li>▪ Reviews and approves plans for overall compliance with the CBC and other governing regulatory requirements.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE****SUPERVISOR'S NAME (Print)**

Richard Denio

**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**

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	<ul style="list-style-type: none"> <li>▪ Reviews project application for definition of project scope.</li> <li>▪ Reviews list of test and material identification requirements specified by the design professionals.</li> </ul>
30%	<p>In order to inform the project architect/engineer of noncompliance following division procedures:</p> <ul style="list-style-type: none"> <li>▪ Defines types and number of inspectors required for verification of construction for the project.</li> <li>▪ Notes comments for correction on project drawings where incompatibility exists between the documentation and drawings.</li> </ul>
15%	<p>Meets with the project architect and/or engineer in order to verify that the necessary corrections to the submitted building drawings and specifications are completed following division procedures. Marks each correction originally noted in order to denote that corrections have been made to comply with the CBC prior to the construction phase of the project. Records signature in the DSA stamp of identification on the project documents in order to certify DSA approval following sign off by access, fire and life safety, and energy review staff per division procedure.</p>
5%	<p>Confers with field engineers during the construction phase on proposed corrections to errors in construction work and proposed changes in the construction documents in order to ensure all changes are in compliance with the applicable building codes and regulations. Reviews and approves addenda to previously approved plans and specifications and documents submitted for deferred approval items in order to ensure compliance with the CBC following division procedure.</p>
5%	<p>Provides consulting assistance to project architects, engineers, contractors and owners of public schools and essential services buildings in order to advise them of requirements in State regulations and methods of achieving appropriate standards of safety by facilitating preliminary design meetings at the client's request.</p>
5%	<p>Makes examinations and analyses of existing buildings in order to determine their adequacy to withstand forces of gravity, wind and earthquake by reviewing building plans, making site visits and reviewing engineering reports using knowledge of structural engineering principles and CBC. Prepares reports of such examinations in order to advise the owners of action required to correct any unsafe conditions discovered in the examination.</p>
10%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Under the direction of a District Structural Engineer or Supervising Structural Engineer, makes visits to building construction sites to review the quality of the project inspections, to determine whether materials used and workmanship comply with the duly approved drawings and specifications and to assure that the work of construction is consistent with standards required to achieve a level of safety intended by Title 24, California Code of Regulations.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Stress analysis, strength, use, and properties of the materials of building construction; standard specifications, loadings, and building codes applying to buildings and other structures.</p> <p><i>Ability to:</i> Direct the work of others; inspect and judge the quality of structural engineering work in the office and field; analyze situations accurately and adopt an effective course of action; write clear and accurate reports and technical specifications.</p>

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	<p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Ability to act independently and to work and contribute effectively in a team environment with all personnel.</li> <li>• Demonstrated tact and diplomacy in dealing with internal and external customers.</li> <li>• Dependable, reliable, adaptable and punctual.</li> <li>• Willingness to take direction from lead personnel.</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Proficient in use of Microsoft Office programs and electronic plan review programs.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Good customer service-oriented attitude.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <p><b><i>Work Environment</i></b></p> <ul style="list-style-type: none"> <li>• Visit construction sites where equipment/machinery is in use; ground may be uneven; dust is present; weather is changeable; and inspections at heights may be necessary.</li> <li>• Some overnight travel for field work.</li> <li>• Effectively communicate information to management, clients and the public both verbally and in writing.</li> <li>• Driving to construction sites using State or rented vehicle</li> <li>• Valid California Driver's License is required.</li> </ul> <p><b><i>Physical Requirements</i></b></p> <ul style="list-style-type: none"> <li>• Moving items up to 35lbs; including but not limited to construction documents, drawings and plans.</li> <li>• Walking on uneven surfaces.</li> <li>• Standing, bending at the neck and waist, squatting, climbing and kneeling.</li> <li>• Grasping, pushing, pulling and reaching above at and below shoulder level.</li> </ul> <p><b><i>Mental Abilities</i></b></p> <ul style="list-style-type: none"> <li>• Read, analyze and interpret scientific and technical documents.</li> <li>• Respond to inquiries and complaints from clients and various interested parties.</li> </ul>