87STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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- **11171-DSA**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial) 718-580-3331-0003
UNIT NAME AND CITY LOCATED HQ Codes and Standards, Sacramento	CLASS TITLE Supervising Structural Engineer – (Specialist) Code Development Program
WORKING DAYS AND WORKING HOURS Monday through Friday a.m. to p.m.	SPECIFIC LOCATION ASSIGNED TO 1102 Q Street, Suite 5100
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

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 general direction of the Principal Structural Engineer in DSA's Headquarters Codes and Standards Section, the incumbent is responsible for code, policies, procedures and code interpretations that promote innovative solutions to meet customer needs throughout the State of California.

% 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. *(Use additional sheet if necessary)*
35%	**ESSENTIAL FUNCTIONS** The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations. 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 needs. All duties are performed in accordance with the California Education Code, the administrative requirements of Title 24 of the California Code of Regulations (CCR), Part 1 California Administrative Code (CAC), and Part 2 California Building Code (CBC), guidelines, policies and other reference material. In order to develop statewide policy, operating procedures and consistent application by DSA's four regional offices of requirements for design, construction, quality assurance (plan review) and certification of public school buildings, California Community College buildings and state-owned and state-leased essential services buildings: • Plans, organizes, updates and directs the creation of new and existing policies, procedures, interpretation of regulations and other documents to ensure consistent application of the building codes and standards.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
James Hackett		

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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	• Plans, organizes, updates and directs the creation of new and existing Division's policies, procedures and interpretations of regulations to ensure compliant performance by project inspectors and special inspectors, including policies relating to inspector discipline • Direct DSA Headquarters staff that assist in the development and publishing of policies, procedures, code interpretations, and other construction related documents. • Advises the Principal Structural Engineer and the Laboratory Evaluation Program - Lead in the evaluation, development and update of Division's policies, procedures and interpretations of regulations to ensure compliant performance by Laboratory Evaluation Program (LEA) laboratory technicians and engineering manager, including policies relating to discipline. • Participates in material testing laboratory visits and advises the Laboratory Evaluation Program - Lead in the evaluation and improvement of existing material testing and special inspection practices related to construction requirements. • Plans, organizes and directs the Supervising (Field) Structural Engineer team meetings to ensure consistent enforcement of the code, policies and procedures within all four DSA regional offices, and resolution of complex issues. • Evaluates client requests for alternative methods of code compliance involving construction methodologies not currently covered in the California Building Code, resolves and provides responses for equivalent application of the codes and standards. • Meets and confers with staff, district personnel, design professionals, contractors, project inspectors, special inspectors and laboratory managers to resolve complex problems and prepare responses pertaining to policy, procedure and consistent application of code and standards. • Directs DSA staff field engineers in the four regional offices, design professionals, inspectors, laboratories and contractors in the resolution of complex design and construction conflicts. • Advises in the development and enforcement of disciplinary processes for non-code compliant performance by project inspectors, special inspectors and LEA laboratories.
30%	In order to develop new code regulations and statutes necessary for observation of construction, project inspection, material testing, special inspection, and project certification of public school, community college and essential services buildings throughout the state of California: • Plans, organizes, updates and directs the creation of new and existing regulations and amendments to the Title 24, California Code of Regulations to ensure safe construction for the protection of life and property in accordance with the California Education Code (Field Act) and the Health and Safety Code (Essential Services Building Seismic Safety Act) for use by all of DSA's structural staff, building owners and the design and construction industry. • Leads and directs DSA Headquarters staff that assist in the development and publishing of code regulations and standards. • Plans, organizes and directs the preparation of code packages for submittal to the California Building Standards Commission for adoption during the Triennial and Intervening code adoption cycles. • Prepares technical rationale, statement of reasons and fiscal/economic impact statements for the adoption of new code amendments. • Attends state agency coordinating meetings to present DSA regulations and coordinate with other State agencies. • Manages and prepares responses to public, stakeholder and departmental concerns related to proposed amendments.

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20%	In order to develop and maintain code required training, examination and certification processes for Project Inspectors and Special Inspectors as DSA's structural subject matter expert, the incumbent will: • Advises the manager and staff of the DSA Project Inspector Certification Unit with regard to necessary training of project inspectors, special inspectors, LEA laboratory managers and technicians, and DSA field engineers of performance requirements for proper observation and inspection of construction. • Advises the manager and staff of the DSA Project Inspector Certification Unit with regard to code-mandated training of project inspectors for Inspector Certification and Recertification. • Plans, organizes and directs the current training classes and prepares updated curricula for both the Project Inspector Overview and Recertification training classes. • Creates new examinations and update questions for current examinations for both the project inspector's Certification and Recertification examinations. • Participates in training classes as a trainer.
10%	To ensure that new codes and regulations are being properly implemented by staff, design professionals, project inspectors, special inspectors and laboratories, and for quality assurance assessment: • Plans, organizes, directs and presents classroom, conference and on-line module training related to new code provisions or changes in existing code provisions for staff, districts, design professionals, project inspectors, special inspectors and LEA personnel. • Conducts visits to construction sites and fabrication facilities to observe if materials used and work constructed comply with the approved plans and specifications, and if the project and special inspector's performance and reporting processes follow DSA procedures. • Evaluates new, existing or as-built construction for unforeseen, unique or non-compliant conditions when requested by the Regional Office; and confers with and the Field Engineer, design professionals and owner to facilitate remedies for non-compliant construction, and/or stoppage of work. • Leads Regional Offices with the evaluation and approval of testing and/or inspection protocols intended to substantiate structural capacity of new or as-built construction. • Conducts visits to testing laboratories when requested by the LEA Lead to investigate inconsistencies in testing, special inspection and/or reporting practices, or to assist in laboratory evaluations, in order to ensure compliance with Title 24, CCR. Coordinates corrective action with the LEA Lead as needed. • Manages computer software programs and reports utilized in construction oversight of projects, document control and retention of documents. • Manages DSA project tracking software as related to improving construction oversight processes.
5%	**MARGINAL FUNCTIONS** Makes visits to building construction sites and material testing laboratories to review quality of the construction, testing and inspection with the approved drawings and specifications to assess the level of safety intended by Title 24, CCR and DSA policies, procedures and interpretations for the purpose of recommending resolutions or improvements. Performs other duties as directed by the Principal Structural Engineer not defined as Essential based upon the need of the Code and Policy Unit and DSA.

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	KNOWLEDGE AND ABILITIES ***Knowledge of:*** Graphostatics and stress analysis; strength, use, and properties of the materials of building construction, standard specifications and loadings, and building codes applying to building and other engineering structures; soil mechanics applying to building construction; interpretation and application of the laws and regulations governing schoolhouse construction; principles of effective supervision and planning, organizing, directing, and reviewing the work of a staff; Office's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives. ***Ability to:*** Review and judge the quality of office and field structural engineering work, and make technical investigations on structural engineering problems; interpret and apply the laws and regulations governing school house construction; plan, organize, direct, and review the work of a staff; analyze situations accurately and take effective action; prepare technical specifications and write comprehensive but concise reports; effectively contribute to the Office's affirmative action objectives. **DESIRABLE QUALIFICATIONS** **SPECIAL PERSONAL CHARACHTERISTICS** • Ability to act independently and to work and contribute effectively in a team environment. • Demonstrated tact and diplomacy in dealing with internal and external customers. • Dependable, reliable, adaptable and punctual. • Willingness to take direction from managers and consider suggestions from lead personnel. **ADDITIONAL QUALIFICATIONS** • Proficiency in Microsoft Office programs, electronic mail, ETracker, Box and other electronic plan review programs. • Valid California Driver’s License. • Successful passage of DGS Drivers education. **INTERPERSONAL SKILLS** • Positive customer service-oriented attitude. • Excellent verbal and written communication skills **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** • Dress appropriate for professional office environment. • Daily use of a personal computer, related software applications, and peripherals. • Some overnight travel for visits to construction sites or laboratories. • Drive to sites using personal, State or rented vehicle.