

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-

11709-DSA

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial) 718-105-3958-001
UNIT NAME AND CITY LOCATED Structural Plan Review, Oakland	CLASS TITLE Supervising Structural Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00p.m.	SPECIFIC LOCATION ASSIGNED TO 1515 Clay Street, Suite 1201
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 718-105-3331-xxx

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 Architect, the Supervising Structural Engineer (SSE) supervises engineering staff performing plan & field review for construction of public schools, essential services buildings, community colleges, and state-owned and/or leased. The SSE also oversees the training of and services performed by private consultants working under contract.

% 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)

30%	<p>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.</p> <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the marketing of, governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</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 needs.</p> <p>The following duties will be accomplished in accordance with California Building Standards Administrative Code (Title 24) and DSA Jurisdiction.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to supervise structural engineering personnel who are responsible for the review of plans and specifications of building projects submitted to the division for approval and the field review of these building projects during the construction phase:</p> <ul style="list-style-type: none"> Assigns work based on workload volume using knowledge of effective planning and organizing.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Dessa Rooney	SUPERVISOR'S SIGNATURE	DATE
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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"> • Reviews completed assignments for quality assurance and accuracy using knowledge of the interpretation and application of the laws and regulations governing the construction. • Supervises work involved in reviewing design drawings and specifications. • Reviews designs of public buildings, and other structures.
10%	<p>In order to supervise the work of field review staff using knowledge of the laws and regulations governing the construction and principles of structural engineering according to the applicable California codes and regulations:</p> <ul style="list-style-type: none"> • Visits the assigned construction sites to ensure that adequate inspection is being maintained. • Attends site construction meetings with division staff and clients (i.e. architects, engineers, school district personnel, inspectors) in order to conduct investigations on enforcement problems related to the construction work and to resolve differences or carry through the necessary enforcement measures.
10%	<p>Provides technical support and guidance to the staff during plan and field review and during the back-check process in order to ensure consistent application of the applicable codes and regulations using knowledge of interpretation and application of the laws and regulations governing the construction.</p>
10%	<p>Responds to inquiries, verbally and in writing, from school district personnel, architects, structural engineers, inspectors, contractors, owners, and others regarding provisions of the Education Code (Field Act), Essential Services Building Act and other applicable statutes and regulations in order to advise them on the interpretation and application of the laws and regulations governing the construction. Meets with and advises project architects, engineers, state officials, and the public to discuss design and other issues related to the construction projects under the DSA jurisdiction.</p>
10%	<p>In order to perform supervisory and administrative functions according to the DGS Policy Manual:</p> <ul style="list-style-type: none"> • Evaluates staff performance and recommends appropriate action including but not limited to merit salary adjustments and progressive discipline. • Evaluates staff performance by completing probationary reports and annual Individual Development Plans (STD 637) with each staff member following form instructions. • Provides training identified in staff's annual IDP for both technical and Departmental subject matter through DGS-sponsored and outside training opportunities.
5%	<p>In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants and overtime compensation of subordinate staff's time using the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provisions and SPB or DPA regulations and rules:</p> <ul style="list-style-type: none"> • Grants or denies subordinate staff requests for time off or requests to work overtime. • Verifies subordinate staff has sufficient leave credits available for the leave requested. • Approves or disapproves PAL entries for subordinate staff within three working days after the completion of the pay period.
5%	<p>Provides technical assistance/guidance upon request from the Project Intake Specialist (Senior Architect) who reviews all construction documents for completeness in order to ensure appropriateness of assignments following the DSA Project Submittal Guidelines.</p>
5%	<p>In order to manage the service provided by private consultants who are under contract to review construction documents submitted to the DSA for approval:</p> <ul style="list-style-type: none"> • Provides plan review and back-check training to the consultants following DSA policies and procedures;

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	<ul style="list-style-type: none"> • Assigns work based on workload volume using knowledge of effective planning and organizing. • Reviews completed assignments for quality assurance and uniformity with DSA standards and policies using knowledge of the interpretation and application of the laws and regulations governing the construction. • Interprets design criteria and investigates new design methods for safety and acceptability for use in public schools, state-owned or leased buildings, and essential services building projects.
5%	<p>MARGINAL FUNCTIONS</p> <p>Reviews and prepares comments on regular and special reports concerning structural engineering procedures, investigations and problems; reviews buildings to determine their ability to withstand earthquakes, fire, or wind and to carry safely the loads imposed and reports on the level of safety which they exhibit; reviews geological hazard and geotechnical reports for proposed construction sites to determine the type of foundation systems and their effect on proposed structural systems using knowledge of structural engineering principles and interpretation and application of the governing laws and regulations.</p>
5%	<p>Acts on behalf of the Principal Structural Engineer in his/her absence and represents the division at meetings and/or conferences as directed using knowledge of the DSA mission, program and operations.</p>
5%	<p>Maintains supervisory continuing education requirements by attending DGS sponsored (or other) training for supervisors in accordance with Government Code Section 19995.4. Performs the field review duties of the DSA District Structural Engineer in an assigned territory in order to accommodate peak periods of workload.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Stress analysis; strength, use and properties of the materials of building construction, standard specifications and loadings, 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; the Department's Equal Opportunity Employment objectives, a supervisor's role in the Equal Opportunity Program and the processes available to meet the objectives.</p> <p>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 regulation governing schoolhouse 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 Department's Equal Employment Opportunity program objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Demonstrate supervisory ability and tact. <p>Additional Qualifications</p> <ul style="list-style-type: none"> • Demonstrate leadership skills. • Demonstrate ability to prioritize, organize and delegate multiple projects/assignments. • Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet and graphics.

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	<ul style="list-style-type: none"> • Possession of valid California Driver's License. • Experience with CADD (Computer Aided Drawing and Drafting) software optional. <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> • Ability to motivate staff. • Ability to work well with people and to effectively handle personnel interactions. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Environment</p> <ul style="list-style-type: none"> • 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. • Moderate overnight travel. • Effectively communicate information to management, clients and the public both verbally and in writing. • Driving to construction sites using State or rented vehicle. • Valid California Driver's License is required. <p>Physical Requirements</p> <ul style="list-style-type: none"> • Moving items up to 35lbs; including, but not limited to, construction documents, drawings and plans. • Walking on uneven surfaces. • Standing, bending at the neck and waist, squatting, climbing and kneeling. • Grasping, pushing, pulling, and reaching above, at and below shoulder level. <p>Mental Abilities</p> <ul style="list-style-type: none"> • Read, analyze, and interpret scientific and technical documents. • Respond to complaints from clients and various interested parties.