

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-

11813-DSA

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial) 718-115-4348-xxx
UNIT NAME AND CITY LOCATED Regional Office - Oakland	CLASS TITLE Fire & Life Safety Officer I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 1515 Clay Street, Suite 1201
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 718-115-4351-004

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 supervision of the Supervising Architect and lead direction of the FLSO II, the incumbent performs entry level fire and life safety plan checking; and compliance and enforcement of applicable codes, regulations and standards for public school, community college, and state owned essential services buildings.

% 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>
------------------------------------	---

ESSENTIAL FUNCTIONS

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.

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 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.

- | | |
|-----|--|
| 35% | In order to ensure compliance with applicable fire and life safety codes, regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations, upon acceptance of submittals by the Senior Architect (Project Intake Specialist); |
| | <ul style="list-style-type: none"> Reviews plans and specifications of public schools, community colleges, and essential services buildings, and other projects in accordance to the DSA formal plan review process. Buildings represent a full range of types of construction and occupancies involving a wide variety of codes and standards. |
| 35% | <ul style="list-style-type: none"> Reviews fire alarm and fire sprinkler shop drawings, change orders, addenda, deferred approvals and other submittals for fire and life safety code compliance in accordance to the DSA formal plan review process. |

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

SUPERVISOR'S NAME (Print) Adrian (Barry) Ryan	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-11813-DSA

<p>% of time performing duties</p>	<p>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>
<p>20%</p>	<p>In order to resolve and enforce fire and life safety code issues and requirements during back reviews and preliminary meetings held during conceptual phase of the project, maximize use of plan review hours and reduce construction errors; utilizing knowledge of Title 19 and 24 requirements and the DSA plan review process:</p> <ul style="list-style-type: none"> • Interacts with and responds to questions from design professionals on the telephone or in person as necessary to assist in the completion of fire and life safety review and close of projects with certification. • Attends preliminary design and pre-construction conferences with the Architect, District Representative and representatives from DSA Structural Safety and Access programs to discuss the project, give DSA a chance to look at a proposed design and identify potential problem areas and issues that may not be clear as directed by lead FLSO staff.
<p>5%</p>	<p>MARGINAL FUNCTIONS</p> <p>In order to provide equitable service to all clients and ensure that plans are reviewed in a timely manner, upon receipt of submitted documents</p> <ul style="list-style-type: none"> • Tracks, prioritizes, and manages fire and life safety inventory of submittals by maintaining active logs of submittals, documenting the order they are received and type of work then scheduling work assignments in chronological and/or priority order based upon size of project, complexity and design or stage in construction utilizing the e-Tracker database system.
<p>5%</p>	<p>In order to ensure compliance with fire and life safety codes and regulations for structures which fall under the DSA jurisdiction, upon direction from lead DSA personnel:</p> <ul style="list-style-type: none"> • Performs site inspection work of average difficulty and prepares construction reports which identify progress and problems as they relate to fire and life safety building standards; makes formal inspections of completed construction work and advises project participants on construction methods, techniques and materials and fire and life safety code related matters, utilizing knowledge of fire and life safety codes and regulations including Title 19 and 24 of the California Code of Regulations. <p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Plan review code applications; general building code applications; basic engineering, architectural and building design practices and procedures; standards, methodology and terminology used in the building construction industry; code compliance in fire and life safety; fire protection equipment and systems; exiting systems; mechanical and electrical systems and components; standards and methods of construction; construction documents and reports; methods of conducting building construction inspections; Titles 19 and 24, California Code of Regulations; Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association.</p> <p><i>Ability to:</i> Analyze situations accurately, reason logically and take effective action; check plans and specifications for design materials and code conformance; inspect facilities for fire and life safety code compliance; prepare clear and comprehensive correspondence and reports on investigations, inspections, and surveys; communicate effectively and make presentations; establish and maintain the confidence and cooperation of those contacted in the work; provide clarification and guidance regarding the application of codes, regulations, and laws.</p>

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA-11813-DSA

% 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>DESIRABLE QUALIFICATIONS</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Tact and diplomacy in dealing with internal and external customers. • Experience performing plan review in a jurisdiction. • Dependable, reliable, adaptable and punctual • Willingness to take direction from lead personnel. • Ability to provide lead person responsibilities in a professional tactful manner • Ability to work in a team environment with multiple disciplines. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment • Effectively handle stress and meet deadlines. • Effectively communicate with clients and staff. • Read, apply and interpret a variety of technical documents, construction documents, laws, codes, standards and guidelines. • Effectively handle stress and meet deadlines. • Move objects, such as construction documents, weighing up to 35 pounds. • Standing, bending squatting, climbing, kneeling, crawling and twisting are required. • Grasping, pushing/pulling, reaching above, at and below shoulder are required. • Driving to different job sites is required (A valid California Driver's License is required). • Occasionally walking on uneven ground; exposure to excessive noise; exposure to extremes in temperature, humidity or wetness; exposure to dust, gas fumes, or chemicals; working at heights are required. • Working overtime on a fairly frequent basis (40 hours per month is not uncommon).