

**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-

**12000-PMDB**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Real Estate Services Division (RESD)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-404-3336-002
<b>UNIT NAME AND CITY LOCATED</b> Project Management & Development Branch – West Sacramento	<b>CLASS TITLE</b> Senior Structural Engineer (3336)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday – 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> DGS Headquarters 707 3 <sup>rd</sup> Street, West Sacramento
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-404-3336-002

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 direction of the Principal Architect, the Senior Structural Engineer performs a wide variety of more difficult field and office structural engineering work including but not limited to design, drafting of construction drawings, writing of specifications, computations, coordinating structural drawings with other project disciplines, and acting as a lead to lower level structural engineering staff.

% 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%	<p><i>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.</i></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. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</b></p> <p><b>ESSENTIAL FUNCTIONS</b> Prepares the more difficult schematic, preliminary and working drawings phase plans and calculations for all types of structural engineering projects in order to produce documents in compliance with the California Building Code and suitable for estimating, bidding and construction using computer aided design and drafting (CADD) systems in accordance with standard office CADD practices, applicable codes, and industry design standards</p>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b> TERESA KANEKO	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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10%	Checks, consults and coordinates structural engineering drawings with other project disciplines i.e. architectural, landscape, civil, electrical, mechanical and estimating in order to ensure coordination, compatibility and workability of the overall project by using communication skills, CADD, plan checking, and input to and from other project disciplines in accordance with the overall project, scope, schedule, and resources.
10%	Performs various engineering computations such as gravity load calculations for structural members of wood, steel, and concrete, and lateral load calculations for wind and seismic forces in order to provide a system that fulfills the clients' need using handwritten or computer aided calculations in accordance with applicable codes, the California Administrative Code, and current industry standards.
10%	Compiles information and writes technical specifications in order to set forth contract requirements using product information, guide specifications, and experience in accordance with project requirements and within budget constraints.
10%	Independently conducts detailed on site examination of public buildings, examines structural construction documents in order to clarify field conditions and determine their structural condition and safety for use using standard measuring devices, cameras, tools, and other equipment as needed in accordance with State and industry design standards and client needs. Prepares reports analyzing the results of examination using written/verbal communication, and use of computer applications in accordance with DGS and RESD policies and procedures and professional standards.
10%	Performs management of projects including directing a team of in-house architectural and engineering staff in order to prepare plans and specifications for construction and meeting the scope, and schedule within the available resources by using management skills including various methods of communication i.e. meetings, e-mail, and electronic transfer of CADD files in accordance with established State and RESD policies, procedures and professional standards.
10%	<p>In order to manage the private consultants/retainers in accordance with the SAM, DGS, RESD policies and procedures</p> <ul style="list-style-type: none"> <li>• Negotiates with the selected consultant/retainer for professional service contract by various methods of communication i.e. phone, e-mail, meetings.</li> <li>• Approves consultant's monthly progress payments and submits to accounting so that the payment can be issued by submitting the invoice to Office of Fiscal Services.</li> <li>• Makes major design decisions in the State's interest that affect cost by using input from the client, industry standards, codes, and good judgment.</li> <li>• Directs consultant/retainer design effort in the best interest of the state by monitoring adherence to scope, schedule, resources and client needs.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p><u>Consultants/Retainers</u> Serves as a member on a committee in order to select private consultants/retainers to conduct state work using civil engineering, geotechnical engineering, land surveying and project management experience through meetings, written/verbal communication, and use of computer applications in accordance with DGS and RESD policies and procedures.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Graphostatics and stress analysis; strength, use, and properties of the materials of building construction; standard specifications, loadings, and building codes applying to buildings and other structures; principles of effective supervision and directing the work of others.</p> <p><b>Ability to:</b> 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> <ul style="list-style-type: none"> <li>• <b>Require possession of a valid Certificate of Registration as a Structural Engineer issued by the California State Board of Registration for Professional Engineers.</b></li> <li>• Knowledge of and proficiency in AutoCAD, RISA, ETABS, MS Word, and MS Excel.</li> <li>• Experience in the preparation of structural engineering designs.</li> <li>• Knowledge of the Americans with Disabilities Act and the California Building Code.</li> <li>• Effective communication skills both verbal and written, with other employees and with those contacted in the work and whose work is being inspected.</li> <li>• Technical specification writing experience.</li> <li>• Ability to establish and maintain cooperative relations with those contacted in the work.</li> <li>• Ability to analyze situations accurately and adopt an effective course of action.</li> <li>• Ability to learn and understand all phases of the State's capital outlay process.</li> <li>• Ability to learn the principles of budgeting as related to the capital outlay process.</li> <li>• Knowledge of CEQA and its regulatory processes.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTIC</b></p> <ul style="list-style-type: none"> <li>• Demonstrated supervisory ability.</li> <li>• Detail oriented.</li> <li>• Good organizational skills.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Capable of interacting with architectural and engineering staff on a daily basis.</li> <li>• Ability to exercise a high degree of diplomacy, initiative, independence and originality.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Professional demeanor and appropriate dress.</li> <li>• Effectively handle stress and deadlines, manage multiple priorities.</li> <li>• Climb ladders or ships ladders.</li> <li>• Travel by vehicle or airplane and/or work overtime as needed.</li> <li>• Use a digital camera.</li> <li>• Apply knowledge of Title 24 and the California Administrative Code.</li> <li>• Perform basic personal computer skills including but not limited to electronic mail (Microsoft Outlook), word processing (Microsoft Office-Word), AutoCAD, and a wide variety of structural analysis software.</li> <li>• Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.</li> <li>• Work environment involves some exposure to hazards or physical risks, which require following basic worksite safety precautions.</li> <li>• Indoor work is common, although outdoor work may be required.</li> <li>• Work outdoors in all weather conditions including rain, heat and cold.</li> <li>• Use hand tools.</li> <li>• The job duties require an employee to work under stressful conditions.</li> <li>• May require standing or walking on uneven and slippery surfaces.</li> <li>• Visually inspect construction sites and workmanship.</li> <li>• Hear and see for safety purposes in a construction area.</li> <li>• Required to wear safety gear while at construction site, including but not limited to, hardhat; safety glasses; boots; gloves; mask; ear protection.</li> <li>• Read, understand, follow, and enforce safety procedures.</li> <li>• Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.</li> <li>• May require a valid California Driver's license.</li> <li>• May involve entering jobsite in secured areas such as State prisons, youth institutions and mental hospitals.</li> </ul>