

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>DSFM III – Supervisor</b>	
		Division and/or Subdivision <b>OSFM Fire &amp; Life Safety</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Monrovia</b>	
		Class Title of Position <b>Deputy State Fire Marshal III (Supervisor)</b>	
		Position Number <b>544-533-9010-011</b>	
		Effective Date <b>July 1, 2019</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<p>Under the general supervision of the Division Chief, incumbent oversees the Plan Review and Field work force assigned to Region and Area Offices. Includes ongoing assessment and performance audit of Deputy State Fire Marshals (DSFMs) and directs workload to meet department objectives. This position is responsible for implementation of all policies, programs, and management of contractual obligations within the assigned area.</p> <p>*Prioritize and assign plan review and field assignments, review plans, reports, letters, and recommendations of staff for accuracy; prepare letters of recommendation and instruction to building owners. Ensure Deputies maintain work assignments and deadlines. Perform supervision duties, prepare performance reports and evaluations, review absence and vacation requests, travel expense claims, transfer requests, reassignment of personnel and progressive discipline; provide other supervisory functions within the chain of command; ensure proper training, experience, and other job and performance enhancements and opportunities.</p>		
20%	<p>*Ensure laws and regulations adopted by the Office State Fire Marshal (OSFM) are applied correctly and consistently, by performing quality control checks of work done by Deputies; Supervises and trains subordinates in the review of plans and specifications for all occupancies; Performs and assists in fire cause investigations. Supervise and provide direction for staff. Assist staff with difficult or unusual plan review or inspection problems or controversial issues such as, code interpretations, alternate means and methods, smoke control, and high rises.</p>		
	<p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <b>Travel is required up to 25% of time.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
<b>Personnel use only</b> <input type="checkbox"/> Posted to Directory			
_____ Initials and date			

Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

- 15%      \*Establish and maintain cooperative professional working relationships with local fire authorities, governmental agencies and other state agencies. Attend and represent the department at fire prevention, fire training, service group and other organizational meetings and activities; provide fire prevention information and public education regarding fire safety.
  - 10%      \*Perform Fire and Life Safety inspections for compliance with OSFM regulations. Review building plans and specifications for compliance with adopted regulations and standards. Maintain records of inspections, enforcement, and compliance with OSFM laws and regulations; attend meetings of fire prevention groups to give fire prevention talks; conduct informal hearings and prepare cases for court, as required. Enforce regulations in all state owned/occupied structures according to established inspection priority schedule.
  - 10%      \*Chairs State Fire Marshal Advisory Committees (various programs); Chairs SFM Task Force groups as assigned. Maintains training records for all Fire & Life Safety staff to ensure that their training needs are met, including required training. Monitor and participate in the development of model codes, which are ultimately adopted by OSFM; \*Develop, prepare and present formal and informal training classes to provide OSFM curriculum to staff, outside agencies, and interested parties.
  - 5%      \*Prepare and submit workload and other types of reports of region and area activities to the Fire & Life Safety Managers, as directed.
  - 5%      **Other job related duties as assigned**
- \*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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**Job qualifications and/or conditions of employment:** The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, California Occupational Safety and Health Administration (CalOSHA) requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Initials and Date