

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Apparatus Engineer-Paramedic	
		Division and/or Subdivision Northern Region/San Mateo-Santa Cruz Unit	
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 San Mateo, CA	
		Class Title of Position Fire Apparatus Engineer-Paramedic	
		Position Number 542-117-1756-VAR	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the supervision of a Fire Captain or Fire Captain Paramedic, a Fire Apparatus Engineer Paramedic performs the following duties: 1. EMERGENCY OPERATIONS *Drives emergency apparatus to emergency incidents and operates the fire pump and other specialized equipment on that vehicle. *Directs emergency operations until relieved by a higher ranking officer. *Must be knowledgeable in a wide spectrum of emergency operations including wildland, structural and vehicle fires, medical emergencies, rescues of various kinds, and hazardous materials incidents. *Conducts operations to protect the public and property and the safety of his/her crew. *As a member of a Paramedic Unit, provides advanced life support emergency medical aid to victims of vehicle accidents, heart attack, drowning, electrocution and other non-fire emergencies as necessary.		
20%	2. MAINTENANCE *Maintains assigned fire apparatus and paramedic equipment. *Conducts the daily automotive check out, as well as all required scheduled maintenance carried out at the fire station level. *Maintains all fire and emergency equipment carried on assigned fire apparatus including hand tools, power tools, rescue equipment, breathing apparatus, fire hose, and hose appliances. *Keeps proper maintenance records. *Assists the station manager in the maintenance of the assigned facility. *This work may include painting of interior and exterior of buildings, housekeeping, groundskeeping, light carpentry and other such tasks. *May direct Fire Fighters in these tasks.		
20%	3. PERSONNEL MANAGEMENT *Directs the work of Fire Fighters. *Prepares performance reports and gives necessary guidance and counselling to Fire Fighters. *Ensures that work done by self or assigned personnel is done in a safe, efficient manner in accordance with department safety program and policies. *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.		
Equal Employment Opportunity (EEO) Statement: 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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <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.

20%	<p>4. TRAINING *Maintains and upgrades paramedic skills in compliance with San Mateo County and State requirements.</p> <p>*Drills with crews on all aspects of fire control, first aid and rescue practices. * Instructs Fire Fighters and members of volunteer fire companies. *Attends formal training classes appropriate to the FAE position.</p> <p>Complies with department physical fitness policy.</p>
5%	<p>5. PREVENTION *Conducts fire prevention inspections for hazard reduction around structures and other inspections and presuppression plans as routine for his/her station response area. * Conducts preliminary fire investigations, protects fire scene origins, and collects information. *Assists with fire prevention talks to adult and school-age groups.</p>
5%	<p>6. ADMINISTRATION *May assist the Fire Captain in the management of the fire station. *Maintains fuel and oil inventories and station equipment inventories, and assists with the direction of Fire Fighters. Occasionally performs the duties of the Fire Captain in his/her absence.</p> <p>*Prepares incident reports, required medical run reports, routine station reports and other required reports.</p> <p>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, Cal/OSHA 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.</p> <p>The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.</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>

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Job qualifications and/or conditions of employment: **Position requires two-year commitment and completion of appropriate JAC apprenticeship program. Must be able to maintain San Mateo County Paramedic accreditation.**

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

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only	<input type="checkbox"/> Posted to Directory	_____	_____
		Initials and Date	