

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Electrician II	
		Division and/or Subdivision Southern Region Headquarters	
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 Riverside	
		Class Title of Position Electrician II	
		Position Number 541-401-6532-904	
		Effective Date 11/01/2021	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the supervision of the Supervisor of Building Trades, the Electrician II has a working knowledge of and performs, but is not limited to, the following duties:		
25%	*Have knowledge of general electrical practices used in the maintenance and construction of various Department of Forestry and Fire Protection buildings and structures such as, trouble shooting, repairing servicing and installing low voltage wiring and circuitry up to 600 volts including control systems, generators, electrical equipment and lighting. *Read and understand blueprints, review plans and specifications. *Have working knowledge of state electrical codes and safety regulations. *Climb ladders, climb stairs, work on roofs and other high places. Crawl under buildings in crawl spaces as well as working in attics. *Plan, layout, direct and inspect construction work related to electrical. *Provide lead and guidance for state electricians, artisans, fire personnel and inmate fire crews performing electrical related maintenance and construction tasks.		
25%	*Purchase materials, tools and equipment related to electrical projects. *Understand and follow all government purchasing policies, and guidelines and correctly complete all financial documents and related paperwork. *Work with and assist other trades employees when needed. *Work in state prison facilities, remote locations and at mountain top radio sites. *Perform electrical inspections on state facilities		
	*Make safety plans and conduct tailgate safety meetings. *Keep records, make reports, review plans, make material lists and cost estimates from plans. *Make rough sketches, advises in the selection of electrical material and methods of work. *Schedule and coordinate work with other trades. Maintain tools and equipment used by electrical trades employees. *Keep electrical shop organized and stocked with supplies. Other duties as necessary.		
	*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: Must be able to travel throughout State of California, overnight travel required, maybe required to wear CAL FIRE uniform and maintain CAL FIRE grooming standards and work nights, weekend, and holidays. Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment.			
"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 _____	

Working Title of Position

Percentage of Time
Required

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Job qualifications and/or conditions of employment:

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

Posted to Directory

Initials and Date