

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position FORESTRY LOGISTICS OFFICER I	
		Division and/or Subdivision SACRAMENTO HQ / FPP	
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 – TRAINING CENTER	
		Class Title of Position FORESTRY LOGISTICS OFFICER I	
		Position Number 541-029-1926-501	
		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.		
	Under the direction of the Assistant Chief, Fire Training - South, the Forestry Logistics Officer I is responsible for independently handling multiple on-going logistical projects. Duties include but are not limited to the following:		
20%	*Procure services and/or supplies via contract vendors and local vendors, etc. Procurement may include contracting for installation and/or repair of equipment, preparing specifications based on Training Center requirements, preparing bid packages, and/or ensuring that products received comply with specification.		
15%	*Ensure that all purchases are made in accordance with Department and State regulations. Select and utilize proper financial documents to order items and pay vendors *Verify orders with invoices and maintain inventory records; follow up on late orders, back orders; and cancel or increase orders.		
15%	*Responsible for the receipt, storage, issuance, shipping, delivery and tracking of equipment, fire provisions and supplies in both emergency and non-emergency situations; to include, but not limited to receiving and delivering parcel post material. *Manage first in, first out warehouse stock rotation to avoid product deterioration.		
15%	*Ensure availability of supplies, materials, and properly functioning equipment required to meet training requirements and Training Center operational needs. *Serve as custodian for Training Center Badges, State Printing Requisitions, State/Department/Federal forms, Archives, and related logs. *Receive and deliver stock to Curriculum Production operational storage area. *Process, document, deliver or coordinate delivery of student and instructor personal protective equipment for repair. *Process, ship and document return of repaired student personal protective equipment.		
	*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: SEE PAGE 2			
"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	

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

- 10% *Record and Inventory Management: Maintain accountability of State, Federal and local government property and equipment by keeping accurate and timely records of acquisition, maintenance, and disposition. *Record and maintain records of accountable property. *Compile and complete annual Paperwork Management Report. *Track equipment that is loaned out and transferred out/in (i.e. personal protective equipment) and instructional equipment being serviced (i.e. cameras and video equipment, etc.). *Dispose of items in the appropriate manner. *Maintain, prepare, and record documents necessary for the Federal Excess Personal Property (FEPP). *Maintain archives in accordance with records management/archiving requirements.
- 10% *Travel to Training Center (lone) for purposes of coordination and support of the broader training mission, or otherwise gain or improve critical job skills.
- 5% *Maintenance of Equipment: Maintain equipment as necessary to meet operational and fire emergency needs. *Coordinate repairs with appropriate staff, contractors, and/or vendors.
- 5% *Drive vehicles in a safe and legal manner to procure stock and to transport training equipment for service/repair to support ongoing training. *Provide logistical support to emergencies. Maintain (gas, check oil, wash windshield, wax, and wash) Service Center vehicle in accordance with Departmental policy. *Operate forklift and other related material handling equipment.
- 5% *Maintain emergency incident qualifications. *Respond to incidents as requested. Perform other duties as assigned.

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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, 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 situation.

"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