**Position Essential Functions Duties Statement**

**Working Title of Position**
Forest Logistics Officer

**Division and/or Subdivision**
Northern Region Butte Unit

**Location of Headquarters**
176 Nelson Avenue, Oroville, CA 95965

**Class Title of Position**
Forest Logistics Officer 1

**Position Number**
541-211-1926-500

**Effective Date**

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>* The employee assigned to the position identified above performs the following duties and required responsibilities.</td>
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<tr>
<td></td>
<td>*Under the direction of the Administrative Division Chief, the Forest Logistics Officer 1 is responsible for planning, organizing and managing the logistical support operations of the CAL FIRE Butte Unit and Butte County Fire Department Service Center. Typical duties are as follows:</td>
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<td><strong>40%</strong></td>
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<td><strong>PURCHASING / WAREHOUSING</strong></td>
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<td>*Performs the procurement, receipt, storage and issuance of fire line tools and equipment, State, County and Federal forms, office supplies and various special request and services used by the officers and personnel within the Unit. Purchase and stocks operating supplies for the Headquaters Compound.</td>
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<td></td>
<td>*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.</td>
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**Job qualifications and/or conditions of employment:** 2 year commitment may be required

"We have discussed this document in its entirety and understand the duties of this position."
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*Warehousing includes the following:

a. Federal Supply Services Federal Excess Program Screener as well as, Local Government (Butte County) Purchaser, and Field Orders.

b. Evaluates demand for Materials and vendor delivery. Schedules to an inventory system which insures needed supplies are always available. In performing these activities, maintains a good working / purchasing role with other local, state and federal agencies, private vendors, and other employees.

c. Receives material, checks and stocks supplies at the Unit Services Center and directs receipt to other locations as required. Provides packaging and shipping services for the Unit.

d. Maintains secure and safe storage of supplies and materials within the Service Center to prevent pilferage or damage.


f. Develops and maintains catalog of items routinely stocked. Provide this catalog to all stations and offices.

20%  

*EMERGENCY LOGISTICAL SUPPORT

*Provides logistical support for fire, flood, earthquake, medical and other emergencies. This support includes maintaining fire caches, emergency food rations, fire hose, and other fire equipment and ordering or directing the purchase and distribution of supplies and services as an emergency situation may require. Serves on the Regional Retrograde Team. Update and maintain the Emergency Resource Directory with list of vendors and 24 hour contact numbers for emergency food, services and supplies.

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<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Personnel use only</td>
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<tr>
<td>□ Posted to Directory</td>
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<td>□ Noted and Date</td>
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<td>15%</td>
<td>*Responsible to develop and implement an expanded operation to support incident ordering. This includes the procurement of staff, communications, vehicles and supplies. This may require the temporary supervision and time keeping of pick-up labor.</td>
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<td>*These activities require following correct State, Butte County, and Incident Command System (ICS) procedures and Policies. The following are ICS positions which are beneficial and may be required:</td>
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<td>*Supply Unit Leader (SPUL), Ordering Manager (ORDM), Procurement Specialist (PROS), Technical Specialist (THSP), Motel Technical Specialist (MOTL), Receiving &amp; Distribution Manager (RCDM), Cache Demob Specialist (CDSP), and Retrograde Leader (RETG)</td>
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<td>10%</td>
<td>*INVENTORY *Coordinates the Inventory of accountable State, County and Federal Excess Personal Property inventories throughout the Butte responsible areas.</td>
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<td>*Maintains all necessary records to meet accountability for State, County and Federal Excess Property within the Butte Unit's responsibility area.</td>
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<td>a. Inputs property information into computer program which is a class III and Class V automated (FEMPIS) inventory control system.</td>
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<td>b. Analyze reports in a variety of inventory control practices</td>
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<td>c. Performs field audits routinely, and as directed by State, County and Federal Operating policies and procedures.</td>
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<td>d. Keeps records of expenditures of consumable inventory by individual station and cost center locations.</td>
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5% | **RECORD RETENTION**
* Maintains the Records Management Information which includes property transaction documents. Maintains Unit archives which includes upkeep, storage and arrangements for proper destruction at the end of retention cycle.

5% | **PROPERTY DISPOSITION**
* Arrange for the transfer and disposition of Local, State and Federal Excess Property through appropriate documentation, sale and legal transportation of disposal items. Create and maintain a Recycle Program per AB-75.

5% | **MISCELLANEOUS**
* 2 year commitment may be required. Responsible for maintenance of assigned vehicles. Conducts training on purchasing procedures (P-Card, STD65 Purchasing Document) for Unit personnel relating to procurement practices and procedures. Attend State approved and ICS classes on purchasing, logistics, and receiving and distribution annually for upgrading certifications. Other duties as requested by management.

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