Under the direction of the Aviation Management Unit (AMU) Support Program Manager (Staff Services Manager II), the Unit Logistics Officer (Forestry Logistics Officer I) is responsible for the following:

40%*

*Responsible for independently planning, organizing, and managing both routine and emergency logistical support operations within the McClellan Compound. *Performs the procurement, receipt, distribution, inventory, and accountability functions for supplies and services required but the Unit. *Ensure efficient and cost-effective operation at the AMU. *Verify deliveries conform with purchases made, that products and services meet required purchase specifications, and that back orders or late deliveries are closely monitored. * Select and utilize the most appropriate financial procurement method and purchase document for each purchase made.

20%*

*Develops and maintains an efficient, timely, and accurate filing system for the conduct of the Warehouse operations. *Operates CAL FIRE vehicles in a safe and legal manner. *Trains and certifies all AMU employees, Contract employees, and any other CAL FIRE employees that request or are required to operate a forklift. *Maintains proper licenses for equipment being operated. *Ensures maintenance of all equipment assigned to the warehouse and McClellan compound as required by CAL FIRE policy.

*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: Please 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  □ Posted to Directory  □  Initials and date
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%

*Oversees the disposal of all State property within AMU in accordance with policy and procedure while networking with CAL FIRE units to reutilize property. *Analyze property distribution by need; organize data submitted and coordinate disposition with California Department of General Services (DGS) and other State agencies as needed. * Ensures that all state and federal requirements for accurate inventory control are adhered to in accordance with current rules and regulations.

10%

*Purchase and manage bulk supplies for the Unit. * Distributes to the individual parts room as requested through our inventory system. *Maintains inventory and stock levels according to current and past practices. * Store personnel, confidential, and sensitive documents in accordance with CAL FIRE policy.

10%

*Evaluates demand for materials and vendor delivery. *Schedules to an inventory system which ensures needed supplies are always available. *While performing these activities, maintains a good working/purchasing rose with other local, state, federal agencies, private vendors, and other employees.

*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, 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

"Posted to Directory"

Personnel use only  Initials and Date