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.

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 (San Mateo County Fire Department Division Chief - Operations), the position is responsible for performing the following duties and responsibilities:

**50%**

1. *Overall management and coordination of fleet operations for San Mateo County Fire Department fleet.* *Coordinates all scheduled and required inspections, including the safety/compliance inspections.* *Keeps all required preventative maintenance and fleet records and documentation.* *Assists with the inspection and acceptance of new vehicles.* *Responsible for providing general direction and support to apparatus operators, fire chiefs and volunteer fire companies regarding maintenance and repairs.* *Provides effective coordination of fleet availability.* *Provides technical assistance and guidance for design and acquisition of County mobile equipment.* *Coordinates with fleet maintenance vendors to schedule and manage third party maintenance and repairs.* *Coordinates with Unit Forestry Equipment Manager on overall CAL FIRE-related fleet maintenance issues.*

**30%**

2. *Effectively manages San Mateo County Fire Department mobile equipment budget.* *Coordinates with the County Fleet Services to manage the County fuel card program.* *Provides cost effective business practices, while ensuring public safety.* *Audits purchases, inventory, and outside vendor repairs.* *Assures that CAL FIRE and San Mateo County purchasing policies are followed.*

*Obtains approval for all major repairs and modifications.* *Assures that San Mateo County Fire Department maintenance records and warranty records are current.* *Prepares annual mobile equipment replacement schedule for Deputy Chief and Chiefs approval.* *Develops equipment purchase and replacement schedules for related equipment, has program responsibility for equipment acquisition and disposal/surplus for San Mateo County Fire Department equipment;*

*Manages fleet data in spreadsheet to show status of all equipment in the San Mateo County Fire Department.*

*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."
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Duties and Responsibilities</th>
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<tr>
<td>5%</td>
<td>4. *Coordinates regulatory issues and safety inspections with California Highway Patrol (CHP), as needed.</td>
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<tr>
<td>5%</td>
<td>5. *Other duties as required.</td>
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</tbody>
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***Incumbent may be required to work nights, weekends and holidays in support of emergency operations

***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 test.

*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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