



Percentage of Time Required

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

20%

\*Performs more complex review and guides subordinate staff in the review of more complex and controversial harvest documents. \*Receives, reads, and reviews all harvest documents assigned for designated work area. \*Reviews all timber harvest plans, Non-Industrial Timber Management Plans (NTMP), and plan amendments and conducts pre-harvest inspections as needed, and provides recommendations the Director to ensure conformance with the Forest Practice Act and Board rules. \*Coordinates, plans, and conducts pre-harvest inspections in the field with representatives of the project and other reviewing agency personnel. \*Prepares and writes clear, concise, and complete reports including evaluation of environmental conditions and recommendations for changes to bring plans into conformance with the Forest Practice Act and Board rules. \*Ensures completed timber operations comply with the Forest Practice Rules and the Rules of the Board of Forestry including erosion controls, slash treatment, stocking and other rules related to the specific harvest document. \*Reviews reports and documentation of subordinate staff. \*Writes inspection reports and related documents, compiles and maintains administrative reports, maintain records, answer correspondence, speak before groups and participate in meetings in connection with forest practice matters.

**\*Supervision**

\*Supervises resource management or other staff in the Unit. \*Plans, organizes, and directs the activities and review work of subordinate personnel. \*Periodically reviews the performance of subordinates. \*Ensures that subordinates receive required training and maintain required credentials and skills over time.

25%

**\*Resource Management Programs**

\*Provides periodic assistance to Unit Forestry Assistance Specialist in California Forest Improvement Program (CFIP) implementation, forestry assistance grant administration, reforestation services, State Forests, landowner technical advice, and urban forestry.  
 \*Provides forestry expertise to special task forces, cadres, special projects and assignments utilizing skills and professional forestry management knowledge.  
 \*Provides periodic assistance to Unit VMP staff in administration of the VMP program. \*Prepares all documents for CAL FIRE Fuels Reduction project implementation including grants and ensures CEQA compliance for VMP, CFIP and other fuels reduction projects. \*Reviews state or state funded fuels reduction projects for compliance with the Unit Fire Plan, Strategic Plan and Community Wildfire Protection Plans. Reviews and responds to CEQA documents as part of the multi-agency review of governmental projects. \*Manages the Units Wildfire Prevention Grant Program ensuring grantee compliance with contracts, CEQA documentation and project funding. \*Reviews invoices for completeness and approval. Collects data and prepares information for project input into the CALMAPPER database. Assists Unit Pre-Fire Engineer Fire Captain ensuring project related data is input into CALMAPPER.

\*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: [Registered Professional Forester license. Must attend and pass Firefighter and Company Officer Academy within 1 year 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 <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.

15%

**\*Project Coordination**

\*Assists Staff, Conservation Camps, Fire Safe Councils, Local Government, Resource Conservation Districts (RCD), landowners, and other interest groups on potential fuel reduction projects in and affecting the State Responsibility Area (SRA). \*Attends meetings with local stakeholders (e.g. Fire Safe Councils, Local Governments, RCD, Fire Districts and other interested parties) related to fire prevention and fuels reduction projects. \*Meets with landowners to communicate VMP and fuels reduction project possibilities funding opportunities to ensure stakeholder involvement in project identification. \*Assists and provides guidance to Fire Safe Councils, Local Government, RCD's, etc. with project planning and implementation. \*Coordinates with Region VMP staff to convey unit project priorities and determine funding availability.

10%

**Other**

\*Serves as a contributing member of the Units Leadership Team Coordinating with Fire Protection and Prevention Staff to maintain an integrated fuels management and wildfire prevention program following Department mandated goals and policies. \*Assists Unit Staff on updates to the Unit Fire Plan and SRA Fire Hazard Severity Zone Maps. \*Participates with and/or prepares presentations, and seminars when called upon for the purpose of training and informing other Departmental staff or the public regarding the Units Resource Management Program. \*Responds to emergency incidents as required per Incident Command System (ICS) qualifications. \*Maintains proficiency, qualification, and experience standards including but not limited to the Incident Command System – Position Qualification System in accordance with applicable laws, rules, and departmental policy.

\*Completes Resource Management training per Procedures Handbook Section 4035 and applicable training guide for position.

\*Other duties as assigned.

\*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: **Registered Professional Forester license. Must attend and pass Firefighter and Company Officer Academy within 1 year 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

Percentage of Time  
Required

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

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.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

\*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: **Registered Professional Forester license. Must attend and pass Firefighter and Company Officer Academy within 1 year of employment.**

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

\_\_\_\_\_  
Employee Signature  
Personnel use only

\_\_\_\_\_  
Date

Posted to Directory

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials and Date