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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Rotary-Wing Contract Aerial Resources & Emerging Technology Aviation Officer - Maintenance | |
| | | Division and/or Subdivision Aviation Management Unit | |
| 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 Sacramento, CA | |
| | | Class Title of Position Aviation Officer II – Maintenance | |
| | | Position Number 542-065-6882-005 | |
| | | Effective Date 8/20/25 | |
| 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 Senior Aviation Officer (SAO), the Aviation Management Unit (AMU), Rotary-Wing (ROTW) Contract Aerial Resources (CARs) & Emerging Technology (ET) Aviation Officer II - Maintenance will work closely with the Aviation Officer III (Rotary-Wing Maintenance Program Manager (RWMPM)) to perform the following duties: | | |
| 15% | *Assist the RWMPM with administering the budget and providing oversight of ROTW CARs & ET maintenance for the department. | | |
| 15% | *Accountable to RWMPM for providing technical supervision and assistance in the selection of department and contracted maintenance personnel. *Develop and direct maintenance standardization and training programs for ROTW CARs & ET aircraft and maintenance personnel. *Ensure contracted maintenance personnel and aircraft meet or exceed the department's standards. | | |
| 15% | *Accountable to RWMPM for inquiries from the Director's Office and other agencies concerning the department's flight activities. *Assist RWMPM in coordinating with various Programs, Regions, and Units on behalf of CAL FIRE Aviation Sustainment and Compliance Branch. *Participate as a Subject Matter Expert (SME) on departmental and various cooperating agency committees. *Prepare briefings and other presentations are required. *Prepare other written and analytical projects assigned in support of the Fire Protection Executive staff such as reports to the Governor's Office, Department of Finance, Legislative Analyst's Office and other commissions and organizations as required. | | |
| 10% | *Monitor and evaluate maintenance personnel on projects and emergency incidents. *Assist with coordinating, monitoring, and evaluating the ROTW CARs & ET maintenance program. *Coordinate and schedule aircraft maintenance and personnel for program support. *Advise the RWMPM on aircraft sustainment and compliance related issues. *Ensure all Federal, State, and Department policies and procedures are adhered to. | | |
| 10% | *Monitor the ROTW CARs & ET maintenance to ensure a safe and cost-effective operation. *Provide recommendations to the RWMPM on contract standards and specifications for the 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 encounter 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. |
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| 10% | *Function as the AMU Operations/Maintenance Duty Chief, as qualified, with delegated authority of the SAO; in compliance with 49 CFR 830.5- Immediate Notification, during regularly scheduled weekly coverage, incumbent shall act as the Duty Chief and is "on-duty" 24-hours per day and must conform to all department policies and employee rules of conduct. *Must respond immediately to all duty-related emails and phone calls, make decisions pertaining to day and night emergency-use of staffing, aircraft, and facilities, and monitor the current status of aircraft resources when acting as the Duty Chief; this includes Flight Risk Assessment Tool (FRAT) notifications in support of 24-hour incident operations. *Shall provide briefings to the SAO and maintain readiness and qualifications to immediately respond statewide to aviation accidents/incidents as assigned. |
| 5% | *Maintain certifications as authorized by the SAO. *Perform contract management for the maintenance and aircraft operations of departmental and contract exclusive use or call when needed aircraft. *Perform Operational Acceptance Check flights in the department-owned aircraft. *Perform functional checks to ensure aircraft continue to meet prescribed flight characteristics. |
| 5% | *Advise RWMPM on safety and operations on all aspects of aircraft safety and maintenance that may affect flight. *Advise air attack bases of aircraft use and ground handling during operations. *Advise RWMPM on new maintenance personnel training, as well as recurrent training requirements for maintenance personnel. *Review and prepare a maintenance personnel training and standardization program. *Conduct State acceptance check flights after maintenance on Department aircraft. |
| 5% | *Assist in acquiring aircraft, monitoring, evaluating, and making recommendations for improving equipment, safety, facilities, and the air program related to ROTW CARs & ET maintenance. |
| 5% | *Participate in or provide technical support for aviation accident investigations and incidents for the department and other government agencies. *Ensure accurate records and documents are kept on all maintenance related to supporting the fleet of aircraft. |
| 5% | *Advise the RWMPM in coordinating the procurement and overhaul of spare engines, parts, and components. *Advise RWMPM on maintenance, overhaul, and modifications. *Conduct inspections of vendor facilities and determine capability to meet Federal Aviation Administration (FAA) and contract performance requirements. *Obtain FAA airworthiness and registration bulletins, maintenance manuals, and engineering drawings. *Ensure compliance with CAL FIRE's FAA Repair Station Manual and Quality Control Manual. *Perform other duties as required to effectively manage the Department's Maintenance Program. *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: May be directed to act in a lead role for completing assignments involving other staff and teams. Must be able to logically organize and present positions, identify problems, and formulate recommendations. Must have ability to work independently and in the field with a minimum of supervision, and to form and maintain cooperative working relationships with staff at the federal, State, and local level. Incumbent must use tact and diplomacy in dealing with others. Must have the ability to speak before public gatherings and effectively present the Department's position and provide understandable technical information. Occasional travel for business-related activities may be required.

"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