

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Technician – Southern Region	
		Division and/or Subdivision Resource Management – Urban & Community Forestry	
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 HQ Physical Location: Riverside, CA	
		Class Title of Position Forestry Technician	
		Position Number 542-720-1085-904	
		Effective Date October 31, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the close supervision of the Southern California Urban Forestry Supervisor (Forester II), the incumbent will support the Urban and Community Forestry Program (U&CF) with an array of responsibilities, included but not limited to: *Assist Program staff with field data collection. This includes inspections of grant project deliverables (planted trees, bioswales, outdoor classrooms, irrigation, green schoolyards, etc.) and other field data. *Assist with verifying tree presence, GPS coordinates, species, condition of the trees, as well as photographing trees and sites, creating GIS samples for inspections, taking temperature readings, and verifying data accuracy. *Write inspection reports and communicate findings with grantees. *Project or tree site visits will be conducted as needed. *Participate in insect and disease control assignments.		
25%	*Assist in conducting outreach, advertisements, seminars, workshops, conferences, meetings, or tree planting events that support sustainable urban and community forest ecosystems. *Attend outreach / education events such as Arbor Day events or community tree plantings on behalf of the U&CF Program. *Assist with writing articles for the U&CF newsletter. *Plan, coordinate, and train volunteers for community tree planting and young tree maintenance projects. *Assist local government representatives with preparing and submitting Tree City USA documentation or submissions to other recognition or accreditation programs. *Compile data and that inform outreach and/or education efforts such as existing urban tree inventories.		
	*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: 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			

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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20%

*Review and provide input for Urban Forest Management Plans, tree ordinances, or urban forestry related policies. *Carry out and interpret laws (i.e. California Urban Forestry Act), rules, and regulations and apply them effectively. *Assist with revising program guiding documents. This may include researching policies and new findings related to urban forestry / arboriculture / school greening, best management practices, tree species selection, workforce development program etc.

10%

*Work with local government agencies to better plan urban greening in high fire risk areas without compromising defensible space.

5%

*Research new technologies, new policy aspects, and other urban forestry topics.

5%

Other job-related duties as required. These may include emergency-related assignments.

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Job qualifications and/or conditions of employment:

- Maintains the Arduous Fitness Standards in accordance with Departmental policies.
- The incumbent may be 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, and the medical status of the incumbent. As such, California Occupational Safety and Health Administration (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 division, hearing, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for a 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, waling, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation.
- Occasional travel is a job requirement. May be up to 40% of the time, may be local or statewide, and may include overnight stays.
- May be subject to working nights, weekends or holidays in support of emergency incidents.

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

Employee Signature

Date

Supervisor Signature

Date

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Initials and date