

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fleet Equipment Manager	
		Division and/or Subdivision Amador – El Dorado 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 Camino	
		Class Title of Position Forestry Equipment Manager I	
		Position Number 542-417-6873-001	
		Effective Date	
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 general supervision of the Deputy Chief of Operations, the Forestry Equipment Manager I (FEM I) is responsible for overseeing the maintenance and repair of all automotive equipment assigned to Schedule A and B programs within the Amador – El Dorado Unit (AEU).		
30%	*Supervises the Heavy Equipment Mechanics (HEM) assigned to the El Dorado Automotive Shop. *Acts as the automotive repair advisor for the HEMs assigned to Pine Grove Conservation Camp, Growlersburg Conservation Camp. *Ensures adherence to preventative maintenance programs and repair protocols. *Coordinates and monitors shop operations to maintain fleet readiness with departmental and operational needs. *Maintains and monitors the shop's operations to ensure that all Occupational Safety and Health Administration (OSHA) and safety standards are met.		
20%	*Establishes and reviews annual maintenance and safety inspections for all fleet vehicles and ensures all associated records are updated aligning with departmental and operational needs. *Responsible for the planning, budgeting and implantation of vehicle and equipment procurement, replacement and disposal. *Maintains inventory or stocked parts and supplies. *Manages expenditures within allocated fleet budgets for repairs, maintenance, tools or accessories.		
	*Establishes and maintains standardized inspection, maintenance and pump testing schedules in accordance with California Department of Forestry and Fire Protection's (CAL FIRE) policies as well as any state and federal regulations that may apply. *Investigates automotive accidents when requested to determine the amount of damage and method of repair needed. *Develops and presents automotive maintenance and operation trainings to unit personnel.		
	*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 <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
Fleet Equipment Manager

Percentage of Time
Required

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

10%

*During emergency situations, the FEM I may be required to establish ground support operations and demobilization (DEMOB) efforts. *Oversees emergency fleet repair and coordinates with local vendors to ensure availability of repair and support services during critical incident.

5%

Other duties as required.

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 tests

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Job qualifications and/or conditions of employment: **Maintains the Arduous Fitness Standard in accordance with department policy. May be subject to working nights, weekends, or holidays.**

"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