

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Forestry Equipment Manager I</b>	
		Division and/or Subdivision <b>Nevada-Yuba-Placer Unit</b>	
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 <b>Auburn</b>	
		Class Title of Position <b>Forestry Equipment Manager I</b>	
		Position Number <b>542-216-6873-004</b>	
		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.		
30%	Under the general supervision of the Nevada-Yuba-Placer Unit (NEU) Deputy Chief of Management Services, the Forestry Equipment Manager I (FEM I) will oversee the Unit's Mobile Equipment and Fleet Maintenance Programs per the California Department of Forestry and Fire Protection (CAL FIRE) 6700 and 6800 Policy Manuals. Technical assistance shall be obtained from the Forestry Equipment Managers II and III (FEM II and FEM III) at the Region and/or Sacramento level.		
25%	*Coordinates the Unit's preventative maintenance program following CAL FIRE's Mobile Equipment Maintenance Procedures. Develops and implements a Unit-wide annual maintenance program using the Procedure Handbook as a guideline. *Coordinates repairs, inspections, and testing of fire apparatus and Emergency Crew Transports to ensure proper operation, maintenance, and repair procedures. *Perform inspections and road tests for quality control before any apparatus returns to service. Make inspections and arrange for prompt corrective actions to prevent unnecessary damage. *Maintains and updates reference files on vehicles, equipment, and special parts. *Maintains the Unit's electronic fleet database in the Collective Data program.		
20%	*Supervises assigned Heavy Equipment Mechanics (HEMs). *Provides technical advice regarding repairs, maintenance practices, equipment operation, procurement, and parts availability. Provides instruction to staff and maintains and distributes training materials as needed. Obtains necessary training in program management, technical skills, and fire control. Establishes and maintains effective working relationships with Unit personnel, promoting CAL FIRE's Mission, Vision, and Values. Provides technical advice to the West Operations Division Chief and coordinates repairs for the Placer County Fire Department Fleet.		
	*Prepare estimates for parts purchases over \$500 and labor costs over \$1,000 per CAL FIRE policy. *Reviews all purchase documents related to mobile equipment repairs following CAL FIRE guidelines. *Maintains records of financial expenditures. *Directs purchasing procedures for HEMs and other staff involved in mobile equipment repairs. Reviews all mobile budget accounts with the Deputy Chief, Administrative Officer, and Unit Finance. *Maintains contacts with vendors, bidders, and other state agencies for procurement needs. *Reviews outside repair shops for appropriate procedures and repair knowledge. *Stays current on state contract vendors and recommends changes to address problem areas. Ensures all purchases are coordinated with Unit Finance and all documentation is submitted timely.		
	*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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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			
Job qualifications and/or conditions of employment: <b>May be subject to working nights, weekends, or holidays to complete duties.</b>			
"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 _____			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) - <b>PAGE 2</b>		Working Title of Position <b>Forestry Equipment Manager I</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	Responds in support of emergency incidents as required. When assigned statewide, may serve as an Equipment Manager. In the Equipment Manager role, supervises CAL FIRE and external Federal/State/private mechanical resources. Advises incident leadership regarding fleet condition, equipment status, replacement needs, and operational readiness.		
10%	*Coordinates annual equipment replacement programs, including vehicle assignments and type change requests. Provides reports on fleet problems and mobile equipment replacement issues. Assists in vehicle accident investigations related to potential mechanical failure. Works with Fire Prevention Officers, California Highway Patrol (CHP), Battalion Chiefs, and Division Chiefs to complete required reports.		
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, the California Occupational Safety and Health Administration (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.			
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <b>May be subject to working nights, weekends, or holidays to complete duties.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
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