

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Unit Fleet Manager	
		Division and/or Subdivision Tehama-Glenn 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 Red Bluff	
		Class Title of Position Forestry Equipment Manager I	
		Position Number 542-215-6873-001	
		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.		
25%	Under the general supervision of the Deputy Chief, the Forestry Equipment Manager I (FEM I) will serve as the unit fleet manager, and be responsible for the maintenance and repair of all automotive equipment assigned to the Tehama-Glenn Unit and the Tehama County Fire Department. *Establish and review annual maintenance program and safety inspections for all fleet vehicles and ensure all associated records are updated. *Supervise the operation of the Tehama-Glenn Headquarters Automotive Repair Facility. *Ensure that all California Occupational Safety and Health Administration (Cal/OSHA) and agency safety requirements are met at this location.		
20%	*Act as the automotive repair advisor for Salt Creek Conservation Camp, Ishi Conservation Camp, and Valley View Fire Center. *Supervises the Unit and Tehama County Fire Department Heavy Equipment Mechanics (HEM) and directs the Heavy Fire Equipment Operators (HFEO) in tasks related to fleet maintenance. *Work with the Assistant Chiefs assigned as the HFEO supervisors to provide them with information related to HFEO supervision.		
20%	*Maintain updated operating expenditure records for both State and County programs, issue pay documents for the purchase of supplies and services and process these documents to the appropriate Unit finance section, State or County, as required by each agency.		
*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 3			
"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			

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
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Working Title of Position:
Unit Fleet Manager

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%	*Coordinate with Unit Training Bureau to ensure that all required and desired training for assigned personnel is scheduled and forward evidence of completion of such training to the Training Bureau. *Participate as a member of the Unit Equipment and Finance Committee and be an active participant in the creation and evaluation of all types of Fire / Rescue apparatus specifications. Keep adequate and up-to-date records on the maintenance and repair of all motorized equipment. Keep abreast of all warranties on new equipment as it relates to these cases. Track automotive fleet expenditures.
10%	*Perform automotive equipment repairs, as needed and assures that repairs are made expediently and in conformance with the Director's policies as well as state and federal regulations that may apply. Investigate automotive accidents when requested. *Review all repairs that require the Director's Office approval prior to having the repairs made, and again after the repairs are completed. Responsible for a high standard of maintenance and appearance of unit vehicles. *Supervise and/or perform repairs to equipment engaged in fire suppression activities. *Manage the Automotive Fleet budget. Consult with unit, region and headquarters automotive and administrative staff. Complete performance appraisals for all subordinates annually by March 1 st . Provide input to HFEO supervisors for HFEO performance reports. Develop and present automotive maintenance and operations training programs to unit personnel. Attend meetings on behalf of the Tehama Glenn Unit and the Tehama County Fire Department.
5%	Other duties as required.

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Job qualifications and/or conditions of employment: See Page 3

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Employee Signature	Date	Supervisor Signature	Date
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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.

Pursuant to California Penal Code 4571, any individual interested in seeking employment who may be required to work with inmates at a conservation camp must disclose of any prior felony status up front, so CAL FIRE/CDCR can provide informed consent to a former felon to be on the Conservation Camp/Prison grounds. Any person/employee that has been convicted of a Felony and not received written consent, is committing a Felony.

Positions located at a camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act. Compliance is determined by completing a Live Scan prior to appointment and while employed to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met.

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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 to complete duties.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

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