



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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|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15% | *Conducts outreach and inspection of field sites relative to reforestation projects. *Assists in monitoring reforestation activities, including coordinating with landowners and/or land managers, and implementing monitoring protocols. *Assists with public education endeavors relative to program opportunities. *Assists with policy and procedural updates, as well as tracking and reporting metrics, related to operations, safety, production, and related best practices. |
| 5%  | *Performs other duties as required, including but not limited to the following: *Supports the Department's mission and responds to incidents as able and allowed. *Maintains proficiency, qualifications, and experience standards in accordance with applicable laws, rules, and departmental policy as well as training certifications requisite of classification. *Provides training, including written guidance, on use of tools and equipment for which they are capable.      |
- \*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:**
- The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response dependent on training and situational need.
  - 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, the job and workplace conditions in which the equipment is used, and the medical condition 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.
  - Duties involve field work requiring physical performance calling for 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, walking, difficult climbing, jumping, twisting, bending, and lifting over 25 pounds; and the pace of work is typically set by the emergency situation.
  - Obtains training and maintains qualifications and certificates to operate all nursery equipment required, which includes receiving trainings from the Department in accordance with CalOSHA policies and procedures on how to safely operate a forklift.
  - May be subject to working nights, weekends, or holidays in support of emergency incidents or program operational needs. Extended travel away from assigned headquarters may be required, locally or statewide, and may involve overnight stays, up to 10% of the time.
  - Overtime may be available depending on operational need.

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_