

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 I	
		Division and/or Subdivision CALFIRE Sonoma-Lake-Napa 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 1199 Big Tree Rd., St. Helena, CA 94574	
		Class Title of Position Forestry Equipment Manager I	
		Position Number 542-114-6873-001	
		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 Central Operations Division, the Fleet Equipment Manager I is responsible for the comprehensive management, maintenance, readiness, and oversight of the Unit's mobile equipment fleet.		
25%	PROGRAM MANAGEMENT AND OVERSIGHT - *Develops and manages the Unit's fleet acquisition, replacement, and disposal schedule. *Plans, budgets, and implements vehicle and equipment procurement actions in alignment with operational needs. *Ensures the fleet management program adheres to departmental policy, safety standards, and long-term operational readiness goals. *Maintains oversight of fleet appearance, condition, and regulatory compliance.		
15%	PREVENTATIVE MAINTENANCE AND REPAIR MANAGEMENT - *Acts as the technical advisor for all phases of equipment maintenance, including the air attack base. *Ensures repairs are completed promptly and according to departmental policy and industry standards. *Reviews and approves repair estimates requiring Region Office approval. *Coordinates with local vendors to expedite repairs and ensure accurate documentation for payment. *Conducts or supervises safety and maintenance inspections in accordance with Region policy and California Highway Patrol (CHP) inspection requirements. *Maintains constant review of expenditures and monitors warranty coverage on new equipment. *Supervises Heavy Equipment Mechanics (HEMs) and works closely with Region and Unit analysts to ensure budgets and purchases are tracked accurately.		
	FIELD INSPECTIONS AND COMPLIANCE - *Establishes and maintains standardized service schedules, including pump testing, safety inspections, and preventive maintenance cycles. *Performs field and shop inspections to identify mechanical, safety, or operational deficiencies. *Implements corrective measures to maintain safe and reliable mobile equipment operations.		
	*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:			
"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			

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

10%	COORDINATION OF MOBILE EQUIPMENT PROGRAMS - *Manages vehicle registration, identification, and documentation for all Unit mobile equipment. *Oversees tracking of equipment conditions, assignments, and readiness. *Establishes replacement tracking and manages the turn-in process for end-of-life fleet assets. *Identifies outfitting needs for new equipment and coordinates installation of required components. *Administers supplementary mobile equipment programs to ensure compliance and operational efficiency.
10%	TRAINING AND PERSONNEL OVERSIGHT - Provides line supervision to Heavy Fire Equipment Operators (HFEOs) assigned to the shop during non-emergency periods. Evaluates the performance of HFEOs participating in the annual maintenance program. Develops and delivers training for personnel on equipment operation, inspection, and maintenance, including on the job instruction for HFEOs, Fire Captains, and Fire Apparatus Engineers.
10%	EMERGENCY RESPONSE ACTIVITIES - Supports emergency incidents by establishing or assisting ground support and demobilization operations. Ensures Unit capability for emergency fleet repair and coordinates vendor support during critical incidents. Maintains an on-call schedule for emergency support staff.
5%	Other duties as required.
	<p>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 test.</p> <p>The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties</p> <p>*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.</p>

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Job qualifications and/or conditions of employment: **May be required to work nights, weekends, holidays for emergency response and special assignments.**

"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