

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Perform supervision duties, prepare performance reports and evaluations, and apply progressive discipline, as required; review and approve leave requests; travel expense claims; oversee reassignment of personnel; ensure equity in training, and other job performance enhancement opportunities; develop individual development plans for staff; and provide other supervisory functions within the chain of command.
10%	*Perform fire and life safety inspections for compliance with State Fire Marshal regulations. *Review building plans and specifications for compliance with adopted regulations and standards. *Maintain records of inspections, enforcement, and compliance with State Fire Marshal laws and regulations; conduct informal hearings and prepare cases for court. *Enforce regulations in all state owned and specified state occupied structures according to established inspection priority schedule.
10%	*Prepare and submit workload and other types of reports of area activities and special assignments to Fire and Life Safety Management, as directed.
5%	*Develop, prepare, and present formal and informal training classes to provide State Fire Marshal curriculum to staff, outside agencies, and stakeholders as directed.
5%	*Emergency incident assignments as required.
5%	Other job-related duties as assigned. Desirable Qualifications: <ul style="list-style-type: none"> • Experience with Microsoft Office Suite. <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>

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 may be required to wear respiratory protection equipment, including a 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, 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 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.

"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