

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Supervising Forest Practice Inspector	
		Division and/or Subdivision Mendocino 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 Willits	
		Class Title of Position Forester II (Supervisory)	
		Position Number 542-113-1042-003	
		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.		
50%	<p>Under the general direction of the Program Manager (Forester III), the Supervising Forester Practice Inspector implements the Forest Practice Program and enforces the Z'Berg-Nejedly Forest Practice Act, Board of Forestry rules and Public Resources Code in the Mendocino Unit. Obtains compliance with rules, laws and regulations through field inspections, enforcement actions, and consultation with timber operators, Registered Professional Foresters (RPF), landowners and the general public.</p> <p><u>Inspection and Enforcement</u>  *Manages and directs the administration of the Forest Practice program within the assigned area. *Audits and reviews program effectiveness within assigned area and institutes changes in accordance with Departmental policy. *Recommends and provides policy and program changes through the chain-of-command to enhance the effectiveness of the Forest Practice Program.</p> <p>*Inspects timber operations for compliance with the Forest Practice Act, Board rules, State Forest and Fire laws, and environmental statutes and takes formal or administrative enforcement actions as necessary. *Inspects active timber operations for compliance and effectiveness in accordance with Department policy. *Consults and establishes a working relationship with all responsible parties (licensed foresters, timber operators, landowners and industry, etc.) for timber operations to prevent violations of laws and rules and requires corrective mitigation to prevent environmental damage when violations are discovered.</p> <p>*Identifies, investigates, and initiates appropriate enforcement action for flagrant, severe, and chronic violations. *Oversees subordinate staff in the development of site-specific measures and actions to mitigate environmental damage resulting from more complex violations.</p> <p>.</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>		
<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: See Page 4.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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% Other  
 \*Responds to emergency incidents as required per Departmental policy. \*Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. \*Completes Resource Management training per Departmental policy and applicable training guide for position.  
 \*Assists Mendocino Unit Environmental Scientist with the California Environmental Quality Act (CEQA) review documents and vegetation management plans for the unit Vegetation Management Program.

5% Other related duties as assigned.

Desired knowledge and abilities  
 The Supervising Forest Practice Inspector must have thorough knowledge of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal of forest lands and timber, management plans, forest products harvesting and sales, forest mensuration principles and practices, timber stand improvement, the fundamentals of land surveying and forest ecology. Also required is a thorough knowledge of the Forest Practice Act, Board rules, CEQA, other State and Federal Environmental, Forest, and Fire Laws. Complete the California Board of Forestry and Fire Protection Certified Archaeological Surveyor training program and maintain certification. Must have a thorough knowledge of law enforcement principles and techniques.

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Job qualifications and/or conditions of employment: See Page 4.

"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 \_\_\_\_\_

Percentage of Time Required

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

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, 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.

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.

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Job qualifications and/or conditions of employment: Registered Professional Forester License required. Completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays in support of emergency incidents.

"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