

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Vegetation Management Forester	
		Division and/or Subdivision Siskiyou 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 Yreka	
		Class Title of Position Forester I (Non-Supervisory)	
		Position Number 542-214-1054-010	
		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.		
30%	Under the direction of the Unit Forester II (Supervisory), the State Responsibility Area (SRA) Forester I (Non-Supervisory) serves Departmental objectives related to fuels management, fire prevention, and resource protection through the application of a broad range of fire prevention programs and techniques. Department objectives are met by the performance of a variety of duties as described below. <u>SRA Fire Prevention Projects</u> * Reviews and prepares state or state funded fire prevention projects for compliance with the Unit Fire Plan, Strategic Plan, and Community Wildfire Protection Plans. *Prepares all documents for the California Department of Forestry and Fire Protection (CAL FIRE) project implementation including grants and California Environmental Quality Act (CEQA) compliance for Vegetation Management Program (VMP), Vegetation Treatment Environmental Impact Report (VTPEIR), and other fire prevention projects. *Forwards project information to the Region Vegetation Management Program Coordinator [Forester II (Supervisory)]. *Maintains Unit SRA fuel reduction records and provides updates to the Regional SRA VMP Program Manager.		
15%	<u>Project Inspection</u> *Performs periodic inspection and review of active and completed fire prevention projects within the Unit. *Ensures compliance with contract, CEQA documentation, and project funding. *Manages grants ensuring compliance with project contracts and budgets, and reviews invoices for completeness and approval. *Writes and prepares vegetation treatment project reports. *Collects data and prepares information for project input into the CAL FIRE Management Activity Project Planning and Event Reporter (CalMAPPER) database. Assists Unit Pre-fire Engineer Fire Captain in entering project related data into CalMAPPER. *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.

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.

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.

*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.

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Job qualifications and/or conditions of employment: Position may require a two (2) year commitment. Registered Professional Forester License required. Completes CALFIRE Fire Fighter 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. May be required to complete all training and maintain status as a Department Public Officer. May be subject to workings nights, weekends or holidays

"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