



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

- 10%      \*Manages and supervises various pick-up labor staff during emergencies. \*Maintains staffing schedule for daily and emergency support of incidents.
- 10%      \*Manages the Fire Center Property and Equipment Programs. \*Inspects all property to be surveyed. \*Prepares the necessary documents, or survey of property and equipment for proper disposal.
- 5%      \*Manages, directs, and coordinates the Federal Excess Property program for the Fire Center. \*Coordinates the Federal Excess Property program involving approximately three screeners within the Fire Center. \*Manages a separate accounting system for the Federal Excess Property Program. \*Makes periodic surveys of the use of Federal Excess property. \*Manages and directs the disposal of all Federal Excess Property, negotiates and processes leases, service agreements and Federal Excess Property agreements to include, but not limited to repair of office equipment, rental of office equipment, such as telephones and photocopiers and service agreements and contracts for various contracted services.
- 5%      Other duties as required.

\*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 Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work 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
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and Date	