

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Forestry Logistics Officer I</b>	
		Division and/or Subdivision <b>Southern Region</b>	
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 <b>San Luis Obispo/ Ventura and Camarillo Fire Centers</b>	
		Class Title of Position <b>Forestry Logistics Officer I</b>	
		Position Number <b>542-343-1926-001</b>	
		Effective Date <b>07/01/2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general supervision of the Ventura Fire Center Battalion Chief, the Forestry Logistics Officer I (FLO-1) manages, coordinates and supervises the Ventura and Camarillo Fire Centers Material Management program with the following specific duties:		
35%	<p>*Inventories the Ventura and Camarillo Fire Centers office storage and redistribution facilities and warehouse. *Supervises performance of physical inventories at both warehouses. *Manages square footage of combined warehouse space of the co-located warehouse for stocking of supplies. *Manages a two warehouse inventories valued at approximately \$800,000. *Supervises the acquisition and delivery of emergency supplies to field during emergency conditions. *Transportation of material and supplies to fire camps and other emergency operations. *Oversees retrograde operations for major fire camp operations, and manages retrograde inventory at the Unit warehouse. *Maintain appropriate documentation of retrograde items and use (MRTs). *Reviews expendable inventories for the two warehouse to determine accuracy of file date records, compliance with Material Management goals, need for existing stock levels, fire reserve items on hand and inventory investment of both warehouse stocks.</p> <p>*Knows and understands the purchasing rules and regulations as they apply to the Fire Center's needs. *Utilize appropriate State purchasing and contracting methods, procure needed material supplies, services and equipment. *Audits various types of purchase documents prepared by the staff. *Interviews prospective vendors and/or their agents regarding products. *Coordinates purchases of safety equipment and material supplies. *Audits Ventura and Camarillo Fire Centers purchase documents for compliance and tract for prompt payment. *Coordinates the receipt and acknowledgement of deliveries to assure completeness and accurate goods have been shipped. *Complete stock received reports and assures appropriate property tags and inventory controls are in place.</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: Individuals will be subject to working nights, weekends, or holidays in support of emergency incidents. Individuals may travel throughout the State for extended periods. Must possess a valid California's Driver's License. Ability to obtain certification for forklift operator within 1 year of hire. Ability to work Nights, Weekends, Holidays and rotation shifts may be required. The ability to lift 50 pounds. Transfers will require a two year commitment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b>	<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.

- 15% \*Maintain computer-based inventory system to ensure accountability of all items received and distributed for the San Luis Obispo Unit specific to Ventura and Camarillo's warehouse. \*Work with San Luis Obispo Unit Forestry Logistics Officers.
- 5% \*Work with California Conservation Corps to support distribution and returns of Corps members safety gear. \*Understand MOUs for agreed upon purchases. \*Run monthly and quarterly reports of all purchases, distributions and inventory levels for the Division Chief.
- 5% \*Manages the Property and Equipment Programs. \*Inspects all property to be surveyed. \*Prepares the necessary documents or survey of property and equipment for proper disposal.
- 5% Other duties as required

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