

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Assistant II-Fuels Reduction Crew	
		Division and/or Subdivision RRU-Riverside	
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 Perris, CA	
		Class Title of Position Forestry Assistant II	
		Position Number 542-312-1093-005	
		Effective Date 6/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the direction of the Forester II the Forestry Assistant II (Forestry Assistant II-Fuels Reduction Crew) serves Unit objectives related to fuels management, fire prevention, and resource protection through the application of a broad range of fuels and vegetation modification programs and techniques. Unit objectives are met by the performance of a variety of duties as described below. *Write and Review all CEQA (California Environmental Quality Act) compliance documents (NOE, ND, MND, VMP, VTP, etc.) for fuels reduction projects for compliance and for implementation. *Prepare or support Unit with preparation of project specifications for project implementation. *Perform fuels reduction project and prescribed fire layout, any required field surveys, protection zone and boundary flagging in preparation for implementation. Provide quality control ensuring project specifications are implemented properly. Forward project information to the Unit VMP Coordinator. *Maintain Prescribed Fire Crew fuel reduction records. *Secure and ensure landowner agreements have been obtained and all applicable forms are completed. *Coordinate, prioritize and schedule fuel reduction and prescribed fire projects for crew with RRU VMP Coordinator. *Coordinate daily with Fuel Reduction Crew Captain on new projects, existing projects, project implementation, and crew status.		
25%	*Assist RRU Unit staff, Conservation Camps and stakeholders [e.g., Fire safe councils, Local Government, Resource Conservation District (RCD), Fire Districts, and other interested parties] on potential prescribed fire and fuels reduction projects in the SRA. *Attend meetings with local stakeholders related to prescribed fire and fuel reduction projects. *Meet with landowners regarding prescribed fire and/or fuels reduction project goals and obtain signed agreements from landowners. Coordinate VMP projects with Unit staff and resources. *Assist and provide guidance to Fire Safe Councils, Local Government, RCD's, etc. with project planning and implementation. *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: 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. Extended travel away from assigned headquarters is required. A two year commitment may be required for all permanent appointments. Desirable qualification: possess a valid California driver license of the appropriate class issued by the Department of Motor Vehicles.			
"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	

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10%	<p>*In the absence of a Fuels Crew Fire Crew Captain, act as crew lead and provide direction to assigned personnel. *In coordination with a Fuels Reduction Fire Crew Captain, manage crew staffing, personnel scheduling, timesheets, travel claims and crew performance. *Operate various powered equipment and hand tools assigned to crew in a safe and efficient manner. *Maintain good working relationships with Unit staff responsible for projects and stakeholders. *Maintain direct supervision and coordination of assigned personnel, before, during and after prescribed fire and fuels reduction treatment implementation. *Administer and conduct orientation to new personnel. *Train assigned personnel in the use of forestry, fuels reduction and prescribed fire powered equipment and hand tools.</p>
5%	<p>*Conduct purchasing and procurement per department policies. *Maintain assigned equipment in a state of readiness, regardless of the time of year.</p>
5%	<p>*Write inspection reports and related documents, compile and maintain administrative reports, maintain records, answer correspondence, speak before groups and participate in meetings regarding prescribed fire and other resource management topics. *Under the direction of the RRU VMP Coordinator become familiar with the processes involved with the Forest Practice, Pre-Fire Engineering, Environmental Coordinator, and Fire Prevention programs.</p>
5%	<p>*Respond to emergency incidents as required per Department policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. *Complete required training. Other duties as assigned.</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>

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