

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>Fire Prevention Specialist I</b>	
		Division and/or Subdivision <b>Butte</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>Oroville</b>	
		Class Title of Position <b>Fire Prevention Specialist I</b>	
		Position Number <b>541-211-1067-907</b>	
		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.		
40%	<p>Under the general supervision of the Assistant Chief, the Fire Prevention Specialist I will assist with the Unit's Fire Prevention Public Information, Education Program, and Recruitment Program.</p> <p>*Assists with the coordination of the fire prevention work of citizen volunteers. *Recruits volunteers. *Participates in school programs (Pre-school through 12<sup>th</sup> grade) including home and outdoor fire safety, career days, conservation, natural resources, etc. *Assists with the coordination and management of the Unit's Volunteers in Prevention (VIP) Program. *Conducts meetings to recruit and train VIPs. *Facilitates training for volunteers in prevention on public education programs, fire safety education, and incident information to paid pick-up labor Fire Informaton Officers and local fire departments. *Records and maintains VIP program activity and statistical records. *Assists with the coordination and management of the Unit's Fire Prevention Education program. *Provides Fire Prevention Education to adult community programs to include presentations on homeowner fire safety awareness, fire resistant plantings, and participates with the local Fire Safe Councils. *Designs and constructs public displays of Fire Prevention Education materials and information for fairs and shopping malls as well as interagency and community events. Assists with the administration of the Juvenile Fire Setter Program. Provides training to Unit personnel in public Fire Prevention Education Programs.</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:			
"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.
30%	*Provides public information to communities regarding defensible space inspections, including property clearance requirements and enforcement methods. *Notifies communities prior to the start of defensible space inspections in the area. *Assists the Unit's Public Information Officer (PIO) in coordinating the Unit's Public Information Program. *Assists the PIO in providing accurate and timely information to the public through mass media. *Pre-plans public service announcements for the news media. *Coordinates news media conferences, programs, and/or interviews with Chief Officers on Unit activities. *Pre-plans and sets up locations and materials for news media events and arranges for appropriate personnel to attend. *Conducts interviews and arranges for appropriate California Department of Forestry and Fire Protection (CAL FIRE) personnel to respond to media questions related to CAL FIRE activities. Assists the PIO in maintaining contacts and working relationships with appropriate staff of local, state, and federal agencies, as well as the media.
20%	*Provides Support to the Unit's recruitment process for all classifications. *Attends hiring fairs, local school/college events, and Firefighter I hiring events. Documents contact hours and maintains hiring fair equipment.
10%	<p>*Serves as the point of contact for all events and education requests. Other duties as assigned.</p> <p>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.</p> <p>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.</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>

**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: May be subject to working nights, weekends, and 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 <input type="checkbox"/> Posted to Directory		_____ Initials and Date	