

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Warehouse Worker</u>	
		Division and/or Subdivision <u>Southern Region – Tuolumne – Calaveras Unit</u>	
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 <u>San Andreas</u>	
		Class Title of Position <u>Warehouse Worker</u>	
		Position Number <u>541-418-6220-001</u>	
		Effective Date <u>5/15/2026</u>	
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 supervision of the Unit Administrative Officer, with oversight by the Forestry Logistics Officer I (FLO-I), performs a variety of warehouse functions including the receipt, inspection, storage, processing and issuing of assigned goods; drive a vehicle to various facility locations to pick up and deliver supplies and materials.		
30%*	*Performs a full range of warehousing activities; loads and unloads trucks, freight cars, or other common carriers and transports material to specified areas either by hand or by use of powered or non-powered materials handling equipment as necessary. *Assist in receiving, unpacking, and checking of incoming material/goods against invoices or bills of lading to verify items and quantities received.		
10%*	*Provide customer service for walk-ins and answering phone calls/emails. Fill orders and prepare for shipping.		
10%*	*Picks up, transports, ships, and delivers as required. *Order Inventory. *Assist with emergency situations, delivering required incident related items to remote locations.		
10%*	*Assists in maintaining quality control and inspections of all safety gear entering and exiting the warehouse including data entry into state software programs.		
10%*	*Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat, Sweep, dust and mop. *Organize warehouse and work area for orderliness.		
*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 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: <u>Ability to lift heavy objects, must pass a pre-employment medical evaluation. Will be subject to working nights, weekends, and holidays. Will be subject to travel throughout the state for extended periods; may be mildly susceptible to poison oak. Will require department forklift certification, and a valid driver's license.</u>			
"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

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5%*

Other duties as required.

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

Posted to Directory

Initials and Date