

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>Supervisor of Building Trades (SBT)</b>	
		Division and/or Subdivision <b>CSR – Pilot Rock Fire Center</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 Bernardino</b>	
		Class Title of Position <b>Supervisor of Building Trades</b>	
		Position Number <b>541-334-6753-001</b>	
		Effective Date <b>05/22/2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the general direction of the Direct Construction Supervisor I (DCSI) of Technical Services, the Supervisor of Building Trades (SBT) is responsible for the minor facility repairs and maintenance including ac and refrigeration, supervision and coordination of construction projects, and other related work.  *Make minor facility repairs and facility maintenance. Act as a Job Site Supervisor for construction projects. *Work with Tech Services to complete and ensure that all Contracts, purchase orders, service orders, card purchases are complete and accurate. *Communicate with all parties that are related to projects to ensure project follows expected timelines. *Ensure that all contractors meet contract guidelines and correct materials are being utilized as specified in the contract.		
20%	*Acquisition of materials to maintain and repair facilities, bids, documenting and procuring all materials for project to keep project moving in a timely fashion. *Ensure all contractors have everything needed to complete project assignments, material, equipment, safety gear, tools, transportation, etc...		
10%	*Process, maintain and track financial records and Purchasing Card (P-Card) statements through the utilization of the Financial Information System of California (FI\$CAL) per Department policy.		
10%	*Ensure compliance with all Standard Safety Practices and document all safety materials and training. *Keep daily log of all on-site activities and on computer programs. *Maintain timekeeping and expenditure logs. *Produce requested regular reports.		
*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.			
<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: Possess and maintain a valid driver license of appropriate class issued by the Department of Motor Vehicles. Will be required to travel throughout the State of California. Will be subject to work nights, weekends, and holidays. Ability to lift up to 50 lbs. Obtain and maintain certified purchaser status. 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.			
"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			

Working Title of Position  
 Supervisor of Building Trades (SBT)

Percentage of Time  
 Required

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

5%

\*Keep in contact with all inspectors to ensure inspections are scheduled, completed and documented in accordance with Department of General Services (DGS) and State Fire Marshal (SFM) standards.

5%

Other Duties as Assigned.

\*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:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature  
 Personnel use only

Date  
 Posted to Directory

Supervisor Signature

Date

Initials and Date