

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Supervisor of Building Trades</u>	
		Division and/or Subdivision <u>Northern Region / Technical Services</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>Redding</u>	
		Class Title of Position <u>Supervisor of Building Trades</u>	
		Position Number <u>541-101-6753-003</u>	
		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.		
50%	<p>Under general direction of the Direct Construction Supervisor I, the Supervisor of Building Trades coordinates and supervises a crew of carpenters and other trades engaged in the repair, maintenance, and construction work of the California Department of Forestry and Fire Protection (CAL FIRE) facilities in the Northern Region.</p> <p>*Acts as a Job Site Supervisor for construction projects.*Arranges, assigns, and reviews work, supervises and coordinates the activities of lead persons or journeypersons in such fields as carpentry, plumbing, concrete, masonry, electricals, painting, and other building work; estimates labor and materials cost needed for specific jobs; reads and interprets blueprints and work from plans and specifications; schedules and coordinates the flow of materials assuring order of work and job progress are properly maintained. *Supervision of employees including but not limited to evaluations, progressive discipline, training and safety, scheduling, and timekeeping. Supervises the cleaning and maintenance of tools and equipment. *Keeps daily log of all on-site activities.</p>		
20%	<p>*Acquires material bids. *Documents and procures all materials required for project to ensure timelines are followed and maintained. *Ensures all employees have the correct material, equipment, safety gear, tools, and are following all safety codes, rules, and safety practices of the job. *Ensures supervised crew is compliant with all Standard Safety Practices and documents all safety materials and training.</p>		
10%	<p>Utilizing various computer programs: *approves Procurement Card (P-Card) and travel claims, purchase orders, service orders, updates and tracks all expenditures, maintenance of project records, labor and material records, assists in preparing budget estimates for material costs, and prepares requested reports.</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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

