

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Chief, Mobile Equipment Program	
		Division and/or Subdivision Fire Protection	
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 Sacramento/Davis Equipment Facility	
		Class Title of Position Senior Forestry Equipment Manager	
		Position Number 542-066-6876-001	
		Effective Date 7/1/26	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	Under the direction of the Assistant Deputy Director for Fire Protection Operations- Aviation and Fleet, the Senior Forestry Equipment Manager is responsible for the specialized planning, organizing and directing the Department of Forestry and Fire Protection's Mobile Equipment Program. The Senior Forestry Equipment Manager directly supervises two Forestry Equipment Manager IIs, a Staff Services Manager I and provides mobile equipment program direction to four Forestry Equipment Manager II's located at the Region levels, who administer each major aspect of the total Forestry Equipment Program. *Establishes and maintains long-term goals, plans, and objectives as required providing CALFIRE personnel and programs with appropriate specialty equipment and related support vehicles. *Participates in meetings and statewide program development, and provides mobile equipment advice and recommendations for policy formulation. *Assists in the preparation of long-range budgets and Budget Change Proposals in conjunction with the Management Services staff. *In cooperation with special fund managers, identifies and establishes long-range equipment needs, formulates, purchase plans, and initiates "type" specifications.		
20%	*Coordinates all equipment management policies with related control agencies for adherence to inventory, purchase, audit and accountability requirements, program development and implementation. *Participates, reviews, interprets, recommends, and implements improvement of interdepartmental working guidelines and methods pertaining to the acquisition and operation of mobile equipment. *Represents CALFIRE on State and National Advisory Board and Commissions relative to Mobile Equipment. *Provides, reviews, and/or coordinates long-range plans and objectives to optimize design, management, information and operation methods in support of fleet acquisition, operations, and disposal. *Assists with the development and maintenance of Department policies relating to "field" use of mobile equipment including training, operations, maintenance, and repair. *Stays abreast of the changes and developments with the automotive industry as they related to the Department's mobile equipment fleet. *Participates in equipment inspections and reviews to assess vehicle design, construction, maintenance, and repair. *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 _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Staff Chief, Mobile Equipment Program	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Provides supervision, training, consultation, planning, technical support, and long-range program guidelines to headquarters and region mobile equipment staff on the areas of mobile equipment research, design, specifications, fabrication, training, operation, safety, maintenance, repair, budgets, personnel, control and regulatory requirements, and State and Department policies and procedures.		
10%	*Establish and adjust as necessary, workload priorities, program objectives and critical timeline requirements of each equipment program, including budgeting, field reviews, purchasing deadlines, contractor's capabilities, and statewide program support requirements.		
10%	*Responsible for regular written program reports for the Directors Office, Board of Forestry, any Agency areas of interest and applicable Mobile Equipment Program direction to the field. Oversees staff responsible for Department wide Vehicle Home Storage Permitting, Telematics data gathering and Collective Data reporting		
10%	*Provides information and guidance to the departmental training program and to the Departmental Safety Officer on mobile equipment-related training and safety issues. *Participates on committees and user groups to review and evaluate legislation and existing laws for the impact on CALFIRE's and local government's fire service vehicle operations.		
10%	*Oversees headquarters assigned vehicle fleet consisting of over 100 various types of vehicles assigned to Fire Protection, Resource Management, Management Services, the State Fire Marshal, the Resources Agency, and the Executive Office.		
5%	Other duties as required: Oversees the interview and hiring of all maintenance personnel; Ensures employee interaction is productive and evaluations are being conducted; Oversees large component inventory of major part stock; Occasional short and long term travel maybe required for meetings, workshops, conferences and manufacturers facilities both in-state and out-of-state; Provides subject matter expertise for Serious Accident Reviews; Provides Human Resources consultation as necessary; Provides staff for large incident or Region or Unit support as needed. Respond to emergency incident when assigned.		
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Job qualifications and/or conditions of employment: The incumbent to this position shall be retained for not less than a two-year commitment starting on the date of appointment. Any lesser commitment shall be approved by the supervisor to the incumbent.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only ☐ Posted to Directory Initials and Date			