

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>	
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.		Division and/or Subdivision <u>Southern Region / Madera-Mariposa-Merced Unit</u>	
		Location of Headquarters <u>Madera-Mariposa-Merced Unit</u>	
		Class Title of Position <u>Warehouse Worker</u>	
		Position Number <u>541-414-6220-001</u>	
		Effective Date <u>7/01/2026</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 Division Chief (Assistant Chief Management Services), with oversight from the Forestry Logistics Officer I (FLO I), the Warehouse Worker performs a variety of warehouse and logistics functions including receiving, inspecting, storing, processing, issuing, transporting, and maintaining supplies, equipment, and materials. The incumbent assists with inventory management, purchasing support, property accountability, and emergency logistical support for Unit operations and incident response.		
25%	*Perform a full range of warehousing activities, including receiving, unloading, inspecting, storing, inventorying, and issuing supplies, materials, equipment, and personal protective equipment (PPE). *Load and unload trucks, trailers, freight carriers, and delivery vehicles. *Verify incoming shipments against invoices, purchase orders, and bills of lading. *Operate forklifts, pallet jacks, hand trucks, and other material handling equipment. *Maintain accurate inventory records and stock levels. *Maintain secure storage of supplies and materials to prevent loss, damage, or unauthorized use.		
	*Monitor inventory levels and assist with ordering supplies and equipment. *Assist with procurement activities, including obtaining quotes, processing orders, making purchases with a State issued procurement card, and tracking deliveries. *Maintain inventory databases and records to ensure accountability of Unit assets. *Conduct periodic inventory audits and reconcile discrepancies. *Track consumable supplies and equipment assigned to stations, programs, and facilities. *Assist with property management, surplus property transfers, disposal, and recycling programs in accordance with departmental policies. *Ensure accountability of Unit property, equipment, and warehouse stock.		
	*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: <u>Must possess and maintain a valid Driver License. May be required to lift heavy objects, work nights, weekends, holidays, and travel in support of Unit and emergency operations. Must maintain professional working relationships with Unit personnel, cooperators, vendors, and the public.</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 ☐ Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Warehouse Worker	
		Division and/or Subdivision Southern Region / Madera-Mariposa-Merced Unit	
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 Madera-Mariposa-Merced Unit Headquarters	
		Class Title of Position Warehouse Worker	
		Position Number 541-414-6220-001	
		Effective Date 7/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Pick up, transport, and deliver supplies, equipment, mail, and materials to Unit facilities, stations, and incident locations. *Coordinate and prepare shipments for delivery or transport. *Assist with mobilization and demobilization of incident support equipment. *Support logistical needs during emergency incidents and all-hazard responses.		
10%	*Assist with inspection, quality control, and accountability of safety equipment, PPE, and emergency response supplies. *Ensure warehouse inventory is serviceable and properly stored. *Assist with maintaining records related to inspections, repairs, and replacements.		
10%	*Maintain a safe, clean, and organized warehouse environment. *Keep shelves, storage areas, workstations, and equipment clean and orderly. *Ensure compliance with workplace safety requirements and warehouse operating procedures. *Assist with minor facility maintenance related to warehouse operations.		
5%	Perform other duties as required in support of Unit operations, emergency incidents, training events, and special projects.		
*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: Must possess and maintain a valid Driver License. May be required to lift heavy objects, work nights, weekends, holidays, and travel in support of Unit and emergency operations. Must maintain professional working relationships with Unit personnel, cooperators, vendors, and the public.			
"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 _____	