

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) REV 10/18		Working Title of Position Forestry Fire Pilot	
		Division and/or Subdivision CSR / San Bernardino 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 Prado Helitack	
		Class Title of Position Forestry Fire Pilot	
		Position Number 542-313-1046-XXX	
		Effective Date 4/15/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<u>Position Description:</u> Under the direction of the Assistant Chief (Division Chief), the Forestry Fire Pilot is responsible for the daily operation of the helicopter. Receives direction from the Department's Chief Aviation Officer and Helicopter Program Director and Mechanic, as it relates to aviation matters and aircraft maintenance. Furthermore, he/she will work in conjunction with the Helitack Fire Captain(s) for the most effective use of the Helitack crew and program. <u>ESSENTIAL FUNCTIONS OF THE POSITION*</u> <u>Under the general direction of the Assistant Chief (Division Chief):</u> *Responsible for the performance of, and participation in, aircraft preflight and initial engine run-up and system checks. *Pilot a helicopter in single pilot configuration over all types of terrain in aerial firefighting, transportation of firefighters and inmates to and from fires and incidents. *Haul cargo (internal and external), drop water or retardant on fires from the helicopter via a bucket or fixed tank. *Fly routine and emergency missions such as search and rescue, medivacs, reconnaissance, law enforcement missions, aerial photography, mapping, training, proficiency and administrative flights. *Support prescribed burning projects by hauling various aerial ignition devices to ignite prescribe burns. *Maintain accurate, concise and timely records of preflight and initial records of aircraft flight hours, aircraft maintenance hours, aircraft and crew availability, turbine fuel consumption, incident/ accident records, pilot and /or aircraft dock records, helicopter load calculations and manifests, training reports, employee credentials and flight ledgers. *Oversee all flight operations. *Be responsible for safe and efficient operation of the helicopter, when flying as Pilot in Command. *Work as a team with the crew assigned on a daily basis. *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: The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends or holidays in support of emergency incidents.			
"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 _____	

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

25%

* Perform preventative maintenance and limited inspections and maintenance on helicopters while under the general direction of a licensed aircraft mechanic on helicopters; perform occasional maintenance test flights on department helicopter.

20%

* Perform special projects (both aviation and battalion operations related), prepare and complete daily, monthly and annual reports, attend training and general maintenance tasks.

5%

Perform other duties as assigned.

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Employee Signature

Date

Supervisor Signature

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