

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Helicopter Pilot	
		Division and/or Subdivision Northern Region	
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 Santa Clara Unit – Alma Helitack Base	
		Class Title of Position Forestry Fire Pilot	
		Position Number 542-212-1046-VAR	
		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.		
45%	Under the general direction of the Battalion Chief, the Forestry Fire Pilot operates helicopters as "Pilot-In-Command" for the Department of Forestry and Fire Protection (CAL FIRE) in response to mission-related incidents. The Forestry Fire Pilot works as an integral part of the helitack crew; safely, efficiently, and effectively operating aerial fire suppression equipment. *Responsible for the safe, effective, and efficient operation of the helicopter when flying as the Pilot in Command. *Operates a helicopter to assist in all aspects of fire prevention, suppression, and vegetation management. *Pilots a helicopter in single pilot or dual pilot operation over all types of terrain in aerial firefighting, hauling firefighters and inmates to and from fires, hauling cargo, both internal and external, and dropping water and retardant on fires from helicopter-carried water buckets or tanks; flying routine and emergency missions such as search and rescue, medivacs, reconnaissance, law enforcement, serial photography, and administrative flights; support prescribed burning projects by hauling various serial ignition devices to ignite prescribed fires; be responsible for the safe and efficient operation of the helicopter. *Skillfully pilots a helicopter using all known devices and attachments associated with helicopter forestry firefighting while making correct and sound decisions on their use in practical applications; operates a helicopter under hazardous conditions. *Has knowledge of safe helicopter operating procedures; state and federal forest and fire laws; regulations of the Department of Transportation, Federal Aviation Administration (FAA), and other regulations governing civil aircraft movements; terrain, weather, and flying conditions in California. *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: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Working Title of Position
Helicopter Pilot

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

25%	*Possesses a thorough understanding of the CAL FIRE Helicopter Flight Standards, Flight Safety Standards, and Standards for Aerial Supervision; complies with and practically applies these standards. *Pilots a helicopter during training operations that includes: air rescue training, recurrent pilot proficiency training, and training with Helitack and non-Helitack personnel. *Performs advisory functions for non-aviation personnel to facilitate informed decision-making at all levels. Liaises with the Helicopter Chief Pilot on all emergent operations bulletins and safety bulletins, attends all mandatory pilot program meetings.
15%	*When qualified as an instructor pilot or flight examiner, trains firefighting personnel and flight crews following applicable curriculums. *Perform limited maintenance ground checks at the direction of the Aviation Management Unit (AMU) Operations and Maintenance Duty Chiefs and CAL FIRE Maintenance Test Pilots using applicable aircraft manuals. Assist with the fuel surveillance program quality assurance for the base. *Assist the base mechanic with preventative maintenance in accordance with aviation program policy, plus limited inspections and maintenance on helicopters. Acts as air operations officer on occasions, which would include special projects, training, and inspecting rental aircraft pilots, plus other aviation management tasks.
5%	*Maintain current and valid mandated training requirements, including, but not limited to, state-sponsored pilot training, water egress training, and currency requirements. Attends applicable base training events. *Effectively manage training needs and associated records.
5%	*Perform special projects (both aviation and battalion operations related), prepare reports, and perform general maintenance tasks. *Maintain accurate and concise records of aircraft pre-flight and initial records of aircraft flight hours, aircraft maintenance hours, aircraft activity, and helicopter load calculations and manifest.
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: A 2-year commitment to the Unit may be required. Must possess and maintain valid Federal Aviation Agency (FAA) Commercial Airman Certificate with rotorcraft-helicopter rating or a valid FAA Airline Transport Pilot's Certificate with a rotorcraft- helicopter rating, interagency Carding to fly agency (CAL FIRE) aircraft, and must maintain a valid Class II Airman's Medical Certificate issued by an FAA authorized Medical Examiner. May be required to work nights, weekends, and holidays. Must possess a valid driver's license prior to appointment. Flight conditions may include sub-freezing and high temperatures, wildland fire smoke, close proximity to persons, hazards, and obstacles, and may be required to fly within congested airspace.

"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