

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Fleet Equipment Manager</u>	
		Division and/or Subdivision <u>Sonoma – Lake – Napa Unit</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>St. Helena</u>	
		Class Title of Position <u>Forestry Equipment Manager I</u>	
		Position Number <u>542-114-6873-601</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.		
30%	Under the general supervision of the South Operations Division Chief, the Forestry Equipment Manager I will perform the following duties: <u>PROGRAM MANAGEMENT AND SUPERVISION:</u> *Develops and manages in coordination with Napa County Assistant Chief the equipment acquisition and replacement schedule for the Napa County Fire Department fleet. *Responsible for the planning, budgeting, and implementation of vehicle and equipment procurement, replacement, and disposal. *Oversees the overall fleet management program to ensure alignment with departmental and operational needs.		
25%	<u>PREVENTATIVE MAINTENANCE AND REPAIR:</u> *Supervises Heavy Equipment Mechanics assigned to the Napa County Automotive Shop. *Ensures adherence to preventative maintenance programs and repair protocols. *Coordinates and monitors shop operations to maintain fleet readiness and compliance with safety standards.		
20%	<u>FIELD INSPECTIONS:</u> *Establishes and maintains standardized inspection, maintenance, and pump testing schedules in accordance with CAL FIRE and Napa County safety and maintenance guidelines. *Conducts annual safety inspections and implements corrective measures for any identified operational or safety deficiencies using industry-standard fleet management principles.		
10%	<u>COORDINATION BETWEEN STATE AND NAPA COUNTY FIRE DEPARTMENT:</u> *Coordinates with County and State agencies to manage vehicle registration, identification, and documentation. *In the absence of the State Forestry Equipment Manager (FEM), acts on their behalf to address and facilitate fleet repair and maintenance needs in support of State fire operations. *Ensures seamless integration of County and State fleet services to maintain operational readiness and compliance with applicable standards.		
*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>See page 2.</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 _____	

Percentage of Time
Required

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

10%

EMERGENCY ACTIVITIES AND OTHER DUTIES: *During emergency incidents, incumbent may be required to establish and support ground support operations and demobilization (DEMOB) efforts. *Develops and maintains a 24/7 on-call and contact schedule for assigned personnel. Oversees emergency fleet repair and coordinates with local vendors to ensure availability of repair and support services during critical incidents.

5%

Other duties as required.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests.

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Job qualifications and/or conditions of employment: **May be subject to working nights, weekends, or holidays.**

"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