

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Skilled Laborer	
		Division and/or Subdivision Southern Region Headquarters	
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 Fresno	
		Class Title of Position Skilled Laborer	
		Position Number 541-401-6212-904	
		Effective Date 10/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the supervision of the Supervisor of Building Trades, the Skilled Laborer performs a variety of skilled labor duties, including but not limited to: *Performs physical tasks on job sites, including loading and unloading materials, cleaning work areas, digging trenches, operating basic hand and power tools, and assisting skilled trades workers. *Operates light- to medium-duty power tools such as drills, saws, and grinders, and operates equipment such as jackhammers and tamping machines.		
20%	*Clears debris, trash, and hazards from work zones. *Digs trenches and excavations, backfills holes, assists with grading and compacts earth, and sets up temporary structures such as ramps, assists with scaffolding, and barricades.		
15%	*Loads, unloads, and transports building materials to job sites. *Moves materials throughout the work site using dollies, wheelbarrows, forklifts, or other material-handling equipment.		
10%	*Maintains tool, equipment, and material inventories and keeps State shops and warehouses organized, clean, and safe.		
5%	Performs other duties as required		
*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: : Maintains the Arduous Fitness Standard in accordance with department policy. Incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, CAL/OSHA requires incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays. May be required to travel throughout the state of California.			
"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 _____	

