

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 - Tulare 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 Tulare Unit HQ, Visalia, CA	
		Class Title of Position Warehouse Worker	
		Position Number 541-416-6220-001	
		Effective Date 9/15/26	
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 Assistant Chief w/Differential (Deputy Chief – Administration), with oversight by the Forestry Logistics Officer I (FLO-I), the Warehouse Worker performs a variety of warehouse functions including the receipt, inspection, storage, processing and issuing of assigned goods; drive a vehicle to various Tulare Unit locations to pick up and deliver supplies. The Warehouse Worker will perform the following duties: <u>DUTIES:</u> *Performs a full range of warehousing activities; loads and unloads trucks, freight cars, or other common carriers and transports material to specified areas either by hand or by use of powered or non-powered materials handling equipment as necessary. *Assist in receiving, unpacking, and checking of incoming material/goods against invoices or bills of lading to verify items and quantities received.		
30%	*Provides customer service for walk-ins needing supplies. *Answers phone calls and e-mails. *Fill orders and prepare for shipping if necessary.		
10%	*Assists in maintaining inventory, quality control and inspections of all personnel protective equipment entering and exiting the warehouse utilizing CAL FIRE PPE Software for tracking.		
10%	*Picks up, transports, ships, and delivers as required. *Order supplies and maintains inventory. *Assist with emergency situations, delivering required incident related items to remote locations.		
10%	*Maintains a safe and clean work environment by keeping shelves, pallet area, and workstations neat, sweep, dust and mop. *Organize warehouse and work area for orderliness.		
*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 pass a pre-employment Medical Evaluation. Possession of a Class III California driver license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less). Will require department forklift certification, and a valid driver's license May be subject to working 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 _____	

Working Title of Position
Warehouse Worker

Percentage of Time
Required

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

5%

Other duties as required.

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Employee Signature
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Supervisor Signature

Date

Initials and Date