

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Defensible Space Inspector</u>	
		Division and/or Subdivision <u>Butte 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>Oroville</u>	
		Class Title of Position <u>Forestry Technician</u>	
		Position Number <u>542-211-1085-XXX</u>	
		Effective Date	
Percentage of Time Required			
50%	<u>Under the close supervision of the Battalion Chief, the Forestry Technician conducts defensible space inspections in accordance with Public Resources Code section 4291.</u> <u>Defensible Space Inspections</u> *Plans, schedules, and conducts inspections of private property within the State and local Responsibility Area to ensure Public Resources Code Section 4291 (Defensible Space) and/or Butte County Chapter 38A compliance for persons who own, lease, control, operate, or maintain a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material. *Contacts landowners/residents/tenants to provide education on Defensible Space requirements and wildland fire safety/preparedness. *Implements the inspection plan to efficiently cover the targeted areas and maximize public contact through defensible space inspections. Assists in the development and distribution of educational material and media releases pertaining to Defensible Space.		
30%	<u>Defensible Space Inspection Program Management</u> *Schedules initial inspections for defensible space to ensure compliance with the law. *Schedules and conducts re-inspections on property where necessary to ensure compliance with the law. *For non-compliant properties, identifies the need for appropriate enforcement action and notifies the Unit's Fire Prevention Bureau of such. Conducts quality control and validation measures on field collected data to ensure compliance with Department standards.		
<i>*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.</i>			
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 meet 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:			
"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
Defensible Space Inspector

Percentage of Time
Required

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

10%

Report Writing, Records Management and Training

*Receives, reads and reviews all documents related to Defensible Space inspections. *Utilizes specified Departmental forms to document inspection results. *Prepares and writes clear, concise, and complete documents which include: Inspection Schedule, Notice of Defensible Space Inspection, inspection completions, re-inspections, and records of total number of inspections. *Maintains orderly files for departmental use containing all work completed. Provides recurring training for Forestry Aides. *Utilizes computers, mobile smart devices (tablets/phones), Global Positioning System (GPS) units, digital cameras, and other digital devices as needed. Documents to be reviewed and approved by supervisor.

5%

Public Information, Education and Outreach

Coordinates public education outreach with external stakeholders, i.e., fire safe councils, community groups, on defensible space requirements and wildland fire safety/preparedness information. Provides general and technical fire prevention/public education information to the public and other government agencies in written and oral format.

5%

Other Duties

*Completes required training. Other duties as assigned.

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, the California Occupational Safety and Health Administration (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 test.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven, rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

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Job qualifications and/or conditions of employment: **2-year commitment may be required. May be subject to working nights, weekends or holidays to complete duties.**

"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