

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position GUNSMITH – LAW ENFORCEMENT TRAINING	
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.		Division and/or Subdivision SACRAMENTO HQ/FPP/TRAINING CENTER	
		Location of Headquarters IONE – AMADOR COUNTY	
		Class Title of Position GUNSMITH (LIMITED TERM)	
		Position Number 541-029-6641-001	
		Effective Date 9/4/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the Deputy Chief of Law Enforcement, the incumbent will perform a variety of skilled work in the adjustment, servicing, and repair of small arms; to have responsibility for the safe and proper operation of weapons prior to the issue of employees; and to do other related work. Duties include, but are not limited to the following: *Perform the full range of gunsmith work involved in the maintenance and repair of departmental owned and maintained weapons to ensure they meet factory specifications, which includes firearm inspections and initial diagnosis to locate deficiencies and malfunctions; disassembling weapons and conducting in-depth inspections of sub-assemblies, internal components, mechanic misalignments, and malfunctions; and making repairs, which includes fitting or replacing barrels, firing pins, trigger mechanisms, shell ejectors, and other parts or components. *Inspect, test-fires, and conduct operational checks for new or repaired weapons to ensure safety, accuracy, and ease of operation. *Conduct small arms inspections. *Conduct post-shooting inspection of firearms used in training, shootings, or accidental discharges under the direction of the Lead Gunsmith.		
30%	*Maintain repair parts and tools for the armory, which include hand and machine tools such as mills, lathes, drill presses, and alignment devices for making repairs, modifications, and adjustments. *Inventory, categorize, process, and dispose all confiscated weapons, unclaimed firearms, and nuisance weapons received by the Department under the direction of the Lead Gunsmith.		
15%	*Work with the LE staff in preparing firearms inspection materials for training. *Instruct and provide technical direction to LE staff and allied agency personnel in basic and advanced weapons in field repairs, maintenance, inspection, and clandestine weapons identification.		
10%	*Attend workshops and seminars related to other repair and maintenance of firearms. *Receive and ship repaired or turned-in firearms from CAL FIRE Units. *Travel may be required throughout the state to CAL FIRE field units.		
*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			
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 _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		☐ Posted to Directory	
Initials and date _____			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
5%	*Assist LE staff with range related projects and enhancements. *Perform other job-related duties as assigned.		
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Job qualifications and/or conditions of employment: Duties involve occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, as well as some bending, stooping, and lifting of 25lbs. Successfully pass required Livescan fingerprint check and any background investigation required by DOJ for CLETS Access.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
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		Initials and date	