

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Supervisor of Building Trades	
		Division and/or Subdivision Southern Region / San Diego 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 San Diego Unit Headquarters / El Cajon, CA	
		Class Title of Position Supervisor of Building Trades	
		Position Number 541-332-6753-XXX	
		Effective Date 01/19/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under general direction of the Direct Construction Supervisor I (DSC-I), the Supervisor of Building Trades (SOBT) will coordinate and supervise other employees engaged in the repair, maintenance, and construction work in the San Diego Unit.		
25%	*Serves as the job site supervisor for Unit construction projects to ensure work is performed safely, efficiently, and in compliance with applicable standards. *Arranges, assigns, and reviews work performed by Water Sewer Plant Operator and Stationary Engineers; tasks may include carpentry, plumbing, concrete, masonry, electrical, painting, other building trades and general "plant" maintenance. *Estimates labor and material costs for assigned projects. *Reads and interprets blueprints, plans, and specifications. *Schedules and coordinates material delivery and workflow to ensure proper sequencing of work and project progress. *Supervises the cleaning and maintenance of tools and equipment. *Maintains a daily log of all on-site activities.		
20%	*Oversight of a wide range of facility repairs, preventative maintenance, corrective maintenance, and construction tasks. *Facilitates carpentry and structural repairs; plumbing maintenance and repairs; electrical maintenance and repairs; masonry and concrete repairs and maintenance; flooring repairs and maintenance; roof, gutter, siding, and trim maintenance; painting and finishing; mechanical and hardware repairs; and AC/heating system maintenance and repairs. *Supervises personnel engaged in installing appliances and mechanical equipment such as pumps, water heaters, HVAC units, lift pumps, and garage door systems, ensuring compliance with safety and performance standards.		
	*Acquires material bids and documents all procurement activities to ensure required materials are obtained and project timelines are met. *Procures, organizes, and distributes all materials needed for construction and maintenance projects. *Ensure all employees have the appropriate materials, equipment, safety gear, tools, and resources necessary to safely and effectively complete assigned tasks. *Ensure the supervised crew complies with all Standard Safety Practices, applicable safety codes, and CAL FIRE safety policies. *Document all safety training.		
*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. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such CAL/OSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. May be required to work 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			

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CONT.	safety materials, and safety-related activities to maintain accurate and compliant records.
10%	*Purchases goods and services to maintain an adequate inventory of parts, tools, and supplies necessary for operations, using state procurement processes and procedures (Fi\$Cal). *Utilizes various computer programs to approve Procurement Card (P-Card) transactions, travel claims, purchase orders, and service orders. *Updates, tracks, and maintains all project expenditures, project records, labor reports, and material documentation. *Assists in preparing budget estimates related to material and project costs. *Prepares requested reports in support of project management, fiscal tracking, and operational needs.
10%	*Maintains consistent communication with inspectors to ensure inspections are scheduled, completed, and documented in accordance with Department of General Services (DGS) and State Fire Marshal (SFM) standards.
5%	*Supervises employees, including but not limited to completing evaluations, administering progressive discipline, overseeing training and safety compliance, scheduling staff, and performing timekeeping functions.
5%	Other duties as assigned.
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"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

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Initials and Date