STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Forestry Equipment Manager I - Operations

Division and/or Subdivision
Fresno-Kings Unit

Location of Headquarters
Sanger

Class Title of Position
Forestry Equipment Manager I

Position Number
542-411-6873-601

Effective Date
10/1/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the direction of the Assistant Chief (Special Operations Division Chief) and as a partner to the Fresno-Kings Unit (FKU) Administrative Forestry Equipment Manager I (FEM). Technical guidance and assistance shall be obtained from the Region FEM II.
35%	*Ensures equipment conforms to agency standards. *Conducts two safety inspections annually on each piece of fire control equipment and one inspection annually on each piece of transportation equipment. *Inspects equipment and advises on repair methods and procedures. *Inspects, prioritizes, and arranges for the maintenance and repair of emergency standby generators. *Participates in vehicle accident investigations to assess damage, determine repair methods, and evaluate equipment safety and functionality. *Tests fire pumps, fire truck valves, and specialized fire engine equipment. *Reviews and approves repairs exceeding department established thresholds. *Determines whether repairs will be completed in-house or by private repair shops based on cost and available time. *Obtains necessary bids. *Monitors work progress and inspects completed repairs to ensure established priorities are met. *Represents the agency in dealings with repair shops, parts suppliers, local equipment manufacturer representatives, and other agencies.
25%	*Supervises Fresno County Fire Protection District employees and interns in the repair and maintenance of automobiles, trucks, fire engines, crew buses, dozers, graders, loaders, generators, and other related mechanical equipment. *Inspects equipment to determine necessary repairs. *Estimate repair costs, requisitions or purchase required parts *Assigns work, establishes priorities, and monitors progress. *Inspects and tests completed work and maintains an adequate inventory of parts and supplies, tools, and equipment. *Inspects and arranges for repairs to fleet equipment. *Ensures employees maintain required certifications in accordance with applicable policies and expectations. *Completes performance evaluations and probationary reports as required and applies progressive discipline when appropriate.
	*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: 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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
Forestry Equipment Manager I - Operations

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Prepares and maintains reports, databases, and equipment condition and repair records. *Collaborates with the FKU FEM regarding budgets and operational needs *Tracks multiple spending accounts and maintains accurate, current account balances and expenditures. *Utilizes applicable state and local budget processes. *Coordinates with the FEM to anticipate capital improvement needs and identify necessary tools and equipment to maintain operational readiness and meet established requirements.
10%	*Facilitates employee training in equipment operation and maintenance. *Participates in group training on preventive maintenance programs and specialized equipment operation. *Provides technical guidance on equipment related matters, including lubricants, tires, and modifications *Assists in determining which vehicles should be surveyed.
5%	*Inspects privately owned equipment before and after rental. *Establishes fuel and servicing facilities. *Plans, coordinates, and/or supervises equipment inspections during demobilization from emergency incidents in accordance with department policies and procedures.
5%	*May be assigned to emergency incidents as a member of the incident command team. *May be assigned to automotive accident investigation team(s) as a technical expert.
5%	Other duties as assigned

*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.

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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 that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be required to work irregular hours and travel throughout the state.

"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