STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Defensible Space Property Sale Inspector

Division and/or Subdivision
Mendocino

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
Willits

Class Title of Position
Forestry Technician

Position Number
542-113-1085-XXX

Effective Date

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under close supervision of the Battalion Chief and the work led by the Pre-Fire Engineer Fire Captain, the Forestry Technician conducts defensible space inspections in accordance with Public Resources Code section 4291 (Defensible Space) funded through Assembly Bill (AB) 38.
40%	<u>Defensible Space Inspections</u> *Schedules and provides defensible space inspections for property sales in very high and high fire hazard severity zones as required under AB 38. *Plans, schedules, and conducts inspections of private property within the State Responsibility Area to ensure Public Resources Code Section 4291 compliance for persons who owns, leases, controls, operates, or maintains 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.
20%	<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.
	*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 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: 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.
20%	*Assists with 4290 Fire Safe Application processing, conditions of approvals, and requests for final inspections. *Assists with public education events, messaging, and outreach. *Assists Public Information Officer during times of increased incident activity.
15%	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 units, digital cameras and other digital devices as needed. *Documents to be reviewed and approved by supervisor.
5%	Other Duties Completes required training. Other class related 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, 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 tests.
	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.
	*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: Successfully completes required training prior to emergency response. May be subject to working nights, weekends, or holidays to complete duties. This position requires a two (2) year commitment.

"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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