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
Deputy State Fire Marshal III (Specialist)

Division and/or Subdivision
Office of the State Fire Marshal/Fire & Life Safety

Location of Headquarters
Sacramento

Class Title of Position
Deputy State Fire Marshal III (Specialist)

Position Number
544-533-9013-xxx

Effective Date
January 1, 2027

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 general direction of the Deputy State Fire Marshal III Supervisor, the DSFM III Specialist is assigned to geographical areas in a lead worker role. The incumbent enforces all laws and regulations of the State Fire Marshal, performing specialized technical inspections and solves problems of advanced difficulty. Inspection and law enforcement functions also include fireworks, court appearances, and performance in emergency incidents and activities through the Department. The Incumbent enforces fire prevention techniques; performs technical fire prevention and inspection work; reviews construction drawings and specifications; performs duties which include fire prevention, education, engineering, enforcement, fire investigation, code development, and develops fire service training programs; and assists in administrative and criminal investigations; duties include, but are not limited to:
30%	*Enforce State Fire Marshal laws, adopted regulations, and adopted standards for detention facilities, state institutions, schools, R occupancies, state owned and specified state occupied structures within State Fire Marshal jurisdiction. *Meet with stakeholders and assist local authorities having jurisdiction as requested to ensure fire and panic safety compliance.
20%	*Review highly technical plans and specifications for compliance with adopted regulations and standards; meet with architects, engineers and project managers. *Assist with the development of and reviews of Alternate Means of Protection requests to determine recommendation to the Division Chief(s) in accordance with established policy. *Provide specialized fire protection plan review and consulting to other state agencies and stakeholders.
20%	*Provide lead work direction and train field personnel in the enforcement of laws and regulations, and inspection work, providing feedback on their performance to their supervisor as necessary. *Perform project oversight on field inspections of construction sites, and witness acceptance tests of fire and panic life safety systems; conduct final walk-through inspection of (continued page 2)
	*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: Travel may be required, up to 25% of the time and may require overnight stays.

"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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) **- PAGE 2**	Working Title of Position Deputy State Fire Marshal III (Specialist)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	occupancy, provide recommendations as necessary; prepare construction documentation and reports to provide to stakeholders and building owners; maintain records of inspections, enforcement and compliance with OSFM laws and regulations; prepare workload and inspection activity reports for supervisor; attend meetings with stakeholders and project representatives for building construction. *Emergency incident assignments as required.
15%	*Conduct specialized fire and life safety inspections, which include but are not limited to; public fireworks displays and special events to obtain compliance through fire protection engineering, education, and enforcement. *Perform fire cause and origin investigations. *Respond to emergency incidents as directed by the Department. *Take the lead and prepare incident action plans for large scale incidents and events.
5%	*Represent the Office of the State Fire Marshal (OSFM) at meetings with stakeholders, fire service organizations and associations, local government, industry groups, and public organizations, etc.
5%	*Enforce OSFM regulations for local cities and counties as requested.
5%	*Perform other job-related duties as assigned.
	Desirable Qualifications: • Experience with Microsoft Office Suite. • Strong communication skills both written and verbal. • Experience and knowledge of writing detailed reports. • Excellent customer service skills.
	*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: The incumbent may be 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, 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 tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency. A valid driver's license is required with a good driving record at time of employment. Incumbent must maintain a good driving record throughout 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