

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Perform annual equipping of replacement and additional vehicles and equipment along with AVL installation as required. *Decommission turn-in vehicles and AVL equipment for disposal *Catalog all AVL equipment as it is installed and removed. *Inspect used AVL equipment to determine if it is suitable for reuse, requires warranty review, or disposal. *Track stock on hand and inventory on a quarterly basis to report to FEM I for the reordering of AVL components and supplies. *Upkeep inventory of AVL products and all other DME deliveries. *Maintain the ongoing shipping requirements of DME to support the field with replacement components and the return for warranty.
10%	*Provide a wide range of scheduled maintenance and repair for the fleet of vehicles and outside Units as needed. *Assist and stay abreast of the CAD/AVL program as it transitions into the next generation 911 system. *Prepare, track, and receive all documentation including, but not limited to, work orders, invoices, mileage reports, trip tickets, credit memorandums for record keeping; input data into CollectiveData.
5%	*Assist with the decommissioning of all vehicles and equipment beyond just AVL equipment, striping, numbering, washing and preparing vehicles for auction; assist buyers with vehicle loading, new vehicle receiving and parking. *Accept turn-in vehicles and prepare for office staff for disposal
5%	*Other duties as deemed necessary.
*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:
Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; and evidence of satisfactory arrest and driving records.

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, CalOSHA 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. Occasional travel for meetings and emergency incident activity may be required.

Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only		<input type="checkbox"/> Posted to Directory	

Initials and Date			