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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position <u>Supervisor of Building Trades</u> | |
| | | Division and/or Subdivision <u>Southern Region</u> | |
| 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 <u>Fresno</u> | |
| | | Class Title of Position <u>Supervisor of Building Trades</u> | |
| | | Position Number <u>541-401-6753-002</u> | |
| | | Effective Date <u>4/1/2020</u> | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 50% | Under the general direction by the Direct Construction Supervisor I (DCSI), of Technical Services, the Supervisor of Building Trades (SBT) is responsible for the supervision and coordination of construction projects and assigned personnel in a large geographical region. The SBT will perform the following duties: *Act as a Job Site Supervisor for construction projects. *Assign and review work of lead persons or journeymen in such fields as carpentry, plumbing, concrete, masonry, electrical, painting and other trades. *Complete and confirm all purchase orders, service orders, card purchases are complete and accurate. *Communicate with all parties related to projects to guarantee expected timelines are met. | | |
| 20% | *Responsible for acquiring material bids, documenting and procuring all materials for projects to keep projects moving in a timely fashion. *Ensure that all project personnel have the materials, equipment, safety gear, tools, transportation, etc., needed to complete assignments. | | |
| 10% | *Conduct and complete evaluations, adverse actions, trainings and safety courses. *Process, maintain and track financial records and Purchasing Card (P-Card) statements through the utilization of the Financial Information System of California (FI\$CAL) per Department policy. | | |
| 10% | *Verify, document and maintain all Standard Safety Practices, Injury and Illness Prevention Program (IIPP) materials and training on project personnel assigned to the SBT. *Keep daily logs of all on-site activities. *Maintain timekeeping and expenditure logs on all project personnel. *Produce reports that are requested from the DCSI and Region Administration. | | |
| 5% | *Maintain contact with all inspectors to ensure inspections are scheduled, completed and documented in accordance with Department of General Services (DGS) and State Fire Marshal (SFM) policies and protocols. | | |
| 5% | Any 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. | | |
| 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: Possess and maintain a valid driver license of appropriate class issued by the Department of Motor Vehicles. Will be required to travel throughout the State of California. Will be subject to work nights, weekends, and holidays. Ability to lift up to 50 lbs. Obtain and maintain certified purchaser status. | | | |
| "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 | | | |