

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) rev 7/19		Working Title of Position Mobile Equipment Manager	
		Division and/or Subdivision Southern Region Headquarters	
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 Riverside	
		Class Title of Position Forestry Equipment Manager II	
		Position Number 542-401-6874-002	
		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.		
30%	Under the general supervision of the Forestry and Fire Protection Administrator (Staff Chief Operations), the duties and responsibilities of the Forestry Equipment Manager (FEM) II are to: *Provide immediate direct supervision of the mobile equipment management function for the Region Headquarters, assuming the proper and efficient maintenance, repair, and operation of all Forestry-owned mobile equipment assigned to that location. *Operating within the guidelines established by the Mobile Equipment Program and in close coordination with the unit FEM's, manage the acquisition, maintenance, repair, operation, and disposal of all Forestry-owned equipment within the Region and perform the following functions:		
10%	*Reviews requests for all major repairs for conformance with established fiscal guidelines and repair procedures (approve, deny or refer requests as circumstances warrant). *On a random basis, review individual vehicle records to ascertain that certain vehicle types or vehicle assignments are economically beneficial. *Is a technical resource person for the Forestry Equipment Managers in Units and Heavy Equipment Mechanics within the Region. *Continuously audits maintenance accounts to project timing of repairs within the fleet throughout the Region.		
10%	*Review, monitor, and enforce established preventive maintenance criteria to prevent accidents due to mechanical failure, prevent breakdowns and costly repairs, and reduce out-of-service time.		
*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: 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. 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 including overnight travel; work nights, weekends, and holidays. Desirable qualifications: Ability to lift to 50 lbs.			
"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 _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	<p>*Administer and coordinate the Interagency Equipment Rental Program. Review Federal surplus requests to obtain the most economical use and placement of mobile equipment.</p> <p>*Participate in and supervise accident investigation as technical member of Statewide accident investigation review teams. *Review accident reports and inspection records to recommend modifications to equipment and procedures to promote safe operation and improve efficiency.</p> <p>*Coordinate with the Mobile Equipment Program to insure proper registration, identification and disposition of Federal surplus mobile equipment. *Maintain records relative to vehicle replacement criteria and assist Mobile Equipment Program personnel in preparation of replacement budget. *During emergency situations may be assigned to inspection, repair or equipment maintenance duties in Fire Camps or other locations.</p>
10%	<p>*Prepare training programs and participate in instruction of personnel in the operation of specialty Forestry equipment, particularly in the field of operational safety. *Prepare training material in the field of repair and maintenance for utilization in continuous training programs by Unit FEM I's. *Maintain liaison with manufactures relative to in-service training programs for maintenance personnel and arrange for the Unit FEM I's and the Heavy Equipment Mechanics to attend the maximum number of available courses. *Teach technical courses to the maintenance personnel in the fields of maintenance, repair and operations.</p>
10%	<p>*Establish uniform inspection schedules and criteria to ensure a rigid safety inspection program commensurate with the Director's safety and maintenance guidelines. *Assists Unit FEM I's in continuous vehicle operation and safety inspections.</p>
5%	<p>*Coordinate Mobile Equipment Program with Units, Unit Forestry Equipment Managers, and commercial repair shops to ensure service and repair standards are consistent with CAL FIRE policy.</p>
5%	<p>*Consult with Units and Conservation Camps to ensure that shops are functioning smoothly and effectively regarding safety and repair.</p>
5%	<p>*Develop and maintain up-to-date equipment plans and complements for Operational Units to maximize efficient use and accountability of mobile equipment.</p>
5%	<p>Perform other duties as may be required.</p> <p>*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.</p>

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Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date