



Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

C- \*Supervise the Paramedic Program at the Fire Station. \*Attend meetings or review programs to maintain our Paramedics (training and qualification).

10%

D- \*Conduct an on-going training program for FAE's, Firefighters, and Reserves to provide for the highest level of professional firefighting and emergency medical aid treatment.

10%

E- \*Provide for the highest level of subsistence and personal guidance including hygiene and counseling for all station personnel. \*Prepare performance reports and give necessary guidance and counseling to FAE's and Firefighters.

10%

F- \*Maintain station facility grounds in the best possible condition by scheduling minor repairs, painting, yard maintenance etc.

10%

G- \*Conduct an on-going fire prevention and pre-fire planning inspection program of all dwellings and establishments within the station influence area.

5%

H- Other duties as required

\*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. May be subject to working nights, weekends or holidays.

"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