		Working Title of Position	
STATE OF CALIFORNIA		Working Title of Position	
DEPARTMENT OF FORESTRY AND FIRE PROTECTION		AVL Automotive Technician	
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT		Division and/or Subdivision	
. 3 . 3 3 (3 3 / . 3 )		Fire Protection/Mobile Equipment	
INSTRUCTIONS: The Director is required by Government Code Section		Location of Headquarters	
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		Davis, Yolo County	
Statement is used for this purpose. Enter identifying information and effective		Class Title of Position	
date at the right. Enter brief description of each of the important duties and		Automotive Technician II	
responsibilities of the position below. Group related duties in numbered		Position Number	
paragraphs and indicate the percentage of total time occupied. Indicate the		541-066-6830-010	
"essential functions" of the position by placing an asterisk (*) in front of those		Effective Date	
individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and		June 12, 2024	
supervisor sign the document where indicated. The supervisor retains the		Julie 12, 2024	
original document and provides a copy to the employee.			
Percentage of Time   Effective on the date indicated, the employee assigned to the position identified above performs			
Required the following duties and responsibilities.			
1	Under the direction and organization of the Davis Mobile Equipment (DME) Computer Aided		
	Dispatch (CAD) / Automatic Vehicle Locator (AVL) Forestry Equipment Manager I (FEM I) the		
	Automotive Technician II (AT II) shall be responsible for the oversight and installation of AVL		
	system into CAL FIRE fleet vehicles striving to bring the department to a 100% compliance rate. The incumbent will perform the following duties:		
400/	*Derform AVI installations ungrades retrafits, and determine the preparation organizative		
40%	*Perform AVL installations, upgrades, retrofits; and determine the proper, safe, ergonomically		
	correct, and standardized configurations of all vehicles that can accept this system. *Travel		
		nstallations at the unit level to assure a standardized	
	install configuration and account for inventory as well as inventory as it relates to a specific vehicle by entering this data into a database. *Perform AVL installations on new vehicles as they are equipped at the DME facility as part of the regular replacement cycle and the equipping process for vehicles that are additional to the fleet. *Perform the initial inventorying of AVL and other equipping components at DME so that the multimillion-dollar warehouse can then be		
	properly charged out on vehicle builds ar	nd send-outs to the field.	
	*Design and fabricate AVL instillation pro	stotypes for the FEM I to review, then present to the	
30%	AVL Unit for final authorization. *Develop a process to accommodate and complement the vehicle equipping process performed at DME while also accounting for and projecting field retrofit, upgrades, and repairs that will arise. *Consider safety, ergonomics, functionality, and standardization under the oversight of the FEM I; to provide a consistent production. *Act as an operational AVL system installation Subject Matter Expert (SME) under the supervision and		
	training of the FEM I and will provide the field with training and troubleshooting as a helpline of support.		
	*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 encounter 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:			
Ability to use and operate various tools and lift approximately 25 lbs. See additional comments on Page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date Supe	ervisor Signature Date	
Personnel use only	Posted to Directory	ials and date	

Working Title of Position STATE OF CALIFORNIA **AVL Automotive Technician** DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2 Percentage of Time Effective on the date indicated, the employee assigned to the position identified above performs Required 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

Initials and Date

Personnel use only

☐ Posted to Directory