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| STATE OF CALIFORNIA  DEPARTMENT OF FORESTRY AND FIRE PROTECTION  **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  PO-199 (04/01) | | | | | | Working Title of Position  Operator | | | | |
| Division and/or Subdivision | | | | |
| 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 | | | | |
| Class Title of Position | | | | |
| Position Number | | | | |
| 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. | | | | | | | | | |
| 100% | The Operator works under the direction and supervision of the assigned Volunteer Captain/Lieutenant.  General duties and responsibilities:  The position requires the operation of fire apparatus on all-risk operations and performance of typical fire fighter duties. He/she is responsible for maintaining and making minor repairs to vehicles, fire stations, and equipment. He/she may train personnel in the absence of the Career Company Officer. The position requires maintaining the appropriate class driver’s license with a current physical/health questionnaire.  Specific duties:  Operates and drives fire equipment (i.e. squads, rescues, breathing support) on medical emergencies, wildland fires, structure fires, and other types of emergencies.  Initiates command of all fires and other emergencies (when first at scene). Directs such incident activities to provide for the highest degree of life safety of the general public while continually providing the highest degree of safety and protection of the firefighters.  He/she will assume station management responsibilities in the absence of the Career Company Officer. He/she is responsible for obtaining and relaying fire/EMS report information, securing materials and supplies, and meeting the public.  Assists in training of the VFF Company | | | | | | | | | |
| \*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. | | | | | | | | | |
| Job qualifications and/or conditions of employment: | | | | | | | | | | |
| "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 | | | |
| STATE OF CALIFORNIA  DEPARTMENT OF FORESTRY AND FIRE PROTECTION  **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  PO-199 (04/01) **- PAGE 2** | | | | | | | Working Title of Position  Operator | | | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | | | | | | | | |
| 100% | With help of assigned personnel, maintains fire apparatus and equipment and makes minor repairs as necessary. Qualified, experienced, and approved operators can proctor Skills check-off exam for Operator Requirements. (The Career Captain and Company Captain will pre-approve these proctors).  Operator Requirements:  All operators must meet the training and experience requirements as outlined in this manual prior to operating and fire apparatus | | | | | | | | | |
| \*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. | | | | | | | | | |
| Job qualifications and/or conditions of employment: | | | | | | | | | | |
| "We have discussed this document in its entirety and understand the duties of this position." | | | | | | | | | | |
| Employee Signature | |  | Date |  | Supervisor Signature | | | |  | Date |
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|  | |  | | Initials and Date | | | |  | | |