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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  Lieutenant | | | | |
| 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 Volunteer Lieutenant works under the direction and supervision of the Company Captain. Duties and responsibilities may vary dependent upon geographic location and type of equipment involved.  It must be clearly understood this is a position that requires sound leadership and management skills, as well as a good working knowledge of BCFD policy and VFC bylaws and procedures. The Lieutenant(s) must be able to maintain a good, cooperative working relationship with the Battalion Chief, Career Captain, and volunteer firefighters.  General duties and responsibilities:  The position is subordinate to the Company Captain. The primary role of this position is to reduce the Span-of-Control within the VFC. The position is assigned duties as per the Company Captain. The Volunteer Lieutenant, when delegated, assumes the role of the Company Captain in his/her absence.  Specific duties:  Must meet all minimum training and experience requirements detailed in this manual.  Ensure that all assigned fire equipment is operational by performing required preventative maintenance and minor repairs.  Equipment shall be returned to quarters in a clean and in-service state.  Supports and participates in an ongoing training program for the VFC to provide for the highest level of skills.  When assigned, ensures maintenance of station facility and grounds in the best possible condition. May schedule minor repairs, painting and yard maintenance.  When assigned, maintains station administration files, training manuals, and order necessary supplies and equipment to keep the station and equipment operating (at “Volunteer” stations).  Initiates command of all fires and other emergencies (when first at scene) until relieved.  Attends scheduled training, as directed, to maintain proficiency in all-risk skills and leadership skills. | | | | | | | | | |
| \*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  Lieutenant | | | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | | | | | | | | |
| 100% | When assigned, maintains station administration files, training manuals, and order necessary supplies and equipment to keep the station and equipment operating (at “Volunteer” stations).  Initiates command of all fires and other emergencies (when first at scene) until relieved.  Attends scheduled training, as directed, to maintain proficiency in all-risk skills and leadership skills. | | | | | | | | | |
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| "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 | | | |  | | |