STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position	Stationary Engineer
Division and/or Subdivision	CNR/Tehama Glenn
Location of Headquarters	Valley View Fire Center
Class Title of Position	Stationary Engineer
Position Number	541-240-6712-002
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.
	Under general direction of the South Division Assistant Chief, the Stationary Engineer performs a variety of skilled work in the operation, maintenance and repair of the facilities at Valley View Fire Center.
	ESSENTIAL FUNCTIONS OF THE POSITION:
25%	*Operates, inspects, maintains, and repairs all water and wastewater treatment systems per California Code of Regulations (CCR) Title 17, 22 and 23, including piping, pumps, ponds, tanks, and spray fields. *Operates, maintains, and repairs water and sewage systems, trash pumps, spray fields, septic tank diversions, distribution systems and lift stations; laundry, baking and culinary equipment; inspects and trouble shoots electrical and mechanical systems and equipment to identify and anticipate necessary repairs. *Maintain and repair facilities at a Fire Center including, but not limited to; Heating, Ventilation, and Air Conditioning (HVAC), mechanical and electrical system, plumbing, fire alarm systems, all control panels, natural and Liquefied Petroleum Gas (LPG) gas distribution and storage systems, buildings and grounds. Track and inspect fire extinguishers and eye wash stations.
20%	*Perform daily tests of water and sewage in various stages of treatment. Create analysis of tests and report problems to the Fire Center Division Chief. Prepare and submit documentation and reports to Department of Health Services, Water Quality Control Board and other control agencies as required.
10%	*Perform minor building maintenance and repair, plan layouts and estimates cost of electrical, mechanical systems; requisitions parts, supplies and equipment, calculates systems requirements to provide estimates for modifications or replacement of systems.
	*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: Successful completion and maintenance of required training, Respiratory Protection Program (RPP) and Drivers License are 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

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Prepares parts and materials lists, obtains cost estimates, and purchases parts for equipment and system repair. In accordance with approved mechanical plans, makes material lists and installs equipment and appliances.
10%	*Uses current knowledge of Uniform Building Code, Uniform Plumbing Code, National Electrical Code, Uniform Mechanical Code to construct and repair facilities and equipment per the codes set forth in these manuals.
10%	*Prepare facilities and reports for control agency audits (California State Fire Marshal (CSFM), Environmental Health, California Department of Corrections and Rehabilitation (CDCR), and CAL FIRE). Work closely with region and headquarters technical services staff to ensure compliance with federal and state codes and regulations governing this facility. Assist with the completion of the bi-annual facilities inspection and coordinate repairs (CDF-66). Coordinate Safety Data Sheet (SDS) program with the Fire Center Division Chief.
10%	*Assist in the management of the water and sewer budget for the Fire Center. Prepare and process purchase documents necessary to maintain facilities systems, tools and equipment (Fi$Cal).
5%	*May be required to perform support functions on emergency incidents. This may include operation of Mobile Kitchen Unit/Meals on Wheels, Staging Area Manager, and relief driver. Other duties as required. *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, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. NOTE: 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. *The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties. *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.

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