

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Maintenance Mechanic</b>	
		Division and/or Subdivision <b>Southern Region Headquarters</b>	
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 <b>1234 E. Shaw Ave., Fresno, CA 93710</b>	
		Class Title of Position <b>Maintenance Mechanic</b>	
		Position Number <b>541-401-6940-VAR</b>	
		Effective Date <b>7/1/2020</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the general direction of the Direct Construction Supervisor I within Technical Services, the Maintenance Mechanic (MM) performs miscellaneous skilled work which includes maintenance, alterations and improvements, repair of buildings, and mechanical systems. Responsibilities include but are not limited to inspecting, maintaining and repairing; plumbing, heating, water and sewer systems, electrical systems, and assisting with minor building construction. The incumbent will perform the following duties:</p> <p>*Completes maintenance on all assigned Southern Region and Units facilities (e.g. buildings, offices, and utilities) while ensuring the standards set forth by the Department of Forestry &amp; Fire Protection (CAL FIRE), State Fire Marshall's Office (OSFM), Division of State Architect (DSA), and at times the California Department of Corrections and Rehabilitation (CDCR) are met.</p> <p>*Meets certification and proficiency requirements of the Department of Public Health to maintain public water systems. *Inspects, maintains, and repairs minor building construction and repair work on plumbing, heating/cooling, and water systems. *Completes electrical maintenance and repair work on shop equipment. *Advises supervisor of delays in projects within a timely manner.</p>		
30%	<p>*Assists in planning projects, setting goals, obtaining materials, and ensuring professional completion of projects. *Prepares cost estimates and requisitions for materials and supplies. *Records all purchases and project work and prepares reports as necessary. *Creates, pulls and submits project reports for Supervisors and Administration staff when asked.</p>		
15%	<p>*Ensures all property and tools assigned to the MM are properly maintained and in safe operating condition. *Keeps property secure from damage and theft at all times. *Maintains property records as required by CAL FIRE policy. *Reports damage and/or theft of property promptly.</p> <p>*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.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: Will be subject to travel throughout the State. Will be subject to working nights, weekends or holiday during emergency incidents. Must maintain a valid California Drivers' License. Possess or acquire a California Water Board "Grade T1 and D1" Drinking Water Treatment and Distribution License within one year of appointment. The incumbent must be medically cleared prior to appointment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

Working Title of Position  
 Maintenance Mechanic

Percentage of Time  
 Required

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

10%

\*Operates and maintains maintenance vehicles and equipment on projects and other work assignments. \*Keeps assigned vehicles and equipment clean, neat in appearance, and in safe operating condition. \*Submits all vehicle and equipment reports and accident reports in a timely manner.

5%

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.

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

\_\_\_\_\_  
 Employee Signature  
 Personnel use only

\_\_\_\_\_  
 Date

Posted to Directory

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Initials and Date