

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) (REV.10/2020)		Working Title of Position Heavy Equipment Mechanic	
		Division and/or Subdivision San Luis Obispo Unit	
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 Toro Fire Center	
		Class Title of Position Heavy Equipment Mechanic	
		Position Number 541-345-6834-001	
		Effective Date 11/01/2020	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under direction by the Battalion Chief of the Toro Fire Center, the Heavy Equipment Mechanic (HEM) will repair and maintain Department of Forestry and Fire Protection (CAL FIRE) automotive, construction, and maintenance equipment. The HEM will provide maintenance to other construction and heavy operating equipment and complete other related work as required. The HEM will perform but is not limited to the following duties: *Develop, implement, perform, and follow-up with a comprehensive program of preventive maintenance, repair, and safety inspections for all automotive, construction and heavy maintenance equipment. *Inspect, run diagnostics, and repair automotives, maintenance, and construction equipment. *Operate and maintain tools and machinery used in the repair and maintenance of mobile equipments. *Perform inspection of mobile equipment mandated by policy and state law.		
25%	*Complete and submit all associated paperwork and financial documents in a timely and accurate manner. *Make approved purchases as a certified purchaser and complete all required purchase documentation and submit within required timeframes. *Develop and implement a safety inspection program, (as per CAL FIRE directives), for equipment as requested. *Maintain an organized and safe automotive shop.		
20%	*Attend and participate in all approved trainings, seminars, etc., to maintain and gain knowledge of all new developments associated with heavy equipment, construction and maintenance mechanics.		
*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: Will be subject to working nights, weekends, and holidays. Will be required to travel throughout California and at times over night. (Continued on next page)			
"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 _____	

Percentage of Time Required

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

5%

*Special assignments as necessary including emergency incident response. Other duties as needed.

*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: Will be required to wear respiratory protection equipment including a self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared through the Respiratory Protection Program to be fit-tested for respiratory protection equipment. Upon appointment, incumbent is required to have a California Department of Motor Vehicles (DMV) Class A or B Commercial Driver License with a tank (N) endorsement and no restriction for air brakes or standard transmission. New hires that do not have the passenger (P) endorsement will be able to drive the required vehicles for the purpose of obtaining a passenger endorsement only when an employee with the proper endorsement is present. The P endorsement must be obtained by the end of the six (6) month probationary period.

"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