### Position Essential Functions Duties Statement

**PO-199 (06/16)**

**STATE OF CALIFORNIA**  
**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**

**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.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>45%</td>
<td>Working under the direction of the Forestry Equipment Manager I (FEM I), the Heavy Equipment Mechanic – CCC (HEM) is responsible for performing the following tasks:</td>
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- *Repairing and maintaining all CAL FIRE vehicles and equipment to all CAL FIRE prescribed standards (policies) as scheduled by the FEM I.*

- *Maintaining the following records to all CAL FIRE standards on all vehicles which are worked on by the HEM; Preventative Maintenance Manual, Forestry Mobile Equipment Work Order (ME-107), Collective Data and 6805 Book: This must be done concurrently with each stage of the repairs and reviewing and routing Faulty Equipment Reports (ME-14) as necessary.*

- *Notify the FEM I whenever any of the following events occur: Vehicle breakdown; accidents involving equipment; improper or total lack of preventative maintenance; the scope and magnitude of the repair is beyond the HEM's expertise; any safety related Shop/Vehicle problem whenever the HEM is unable to meet FEM I's vehicle repair objectives.*

- *Provide feedback to the FEM I as irresolvable repair and maintenance occur; keep the FEM I informed promptly of repair status of all vehicles worked upon during the current day of each week; keep Management advised of maintenance efforts on vehicle assigned to their functions.*

- *Maintaining the Howard Forest Headquarters Shop to all safety and cleanliness standards as indicated by the FEM I; maintain complete and accurate inventory of Shop stock items stored at the Howard Forest Automotive Shop; maintain accountability of all Shop-assigned equipment and tools.*

*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: A Class A or B Commercial Driver License with Tank (N) and Passenger (P) endorsements and no restriction for air brakes or standard transmission.

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

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Personnel use only</td>
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<th>Posted to Directory</th>
<th>Initials and date</th>
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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.
---|---
5% | 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, the job and workplace conditions in which the equipment in which the equipment is 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. 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.

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