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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)   |   | Working Title of Position<br><b>Heavy Equipment Mechanic</b>         |  |
|   |   | Division and/or Subdivision<br><b>Southern Region/San Diego Unit</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<br><b>El Cajon, CA</b>                      |  |
|   |   | Class Title of Position<br><b>Heavy Equipment Mechanic</b>           |  |
|   |   | Position Number<br><b>541-314-6834-003</b>                           |  |
|   |   | Effective Date<br><b>11/18/2021</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 supervision of the Unit Forestry Equipment Manager I, the Heavy Equipment Mechanic constructs, repairs and maintains automotive, heavy maintenance and construction equipment including fire apparatus and may instruct and lead or direct the work of apprentices, helpers, assistants or other employees, inmates, wards or resident workers; and to do other related work.</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> <li>*Maintenance and repair of CAL FIRE mobile equipment including Emergency Crew Transports (ECT) Crew Carrying Vehicles (CCV), fire engines, trucks, automobiles and utility vehicles.</li> <li>*Maintain and repair all miscellaneous equipment such as generators, trailers, pumps, air compressors, diesel and gasoline engines and similar equipment. *Construct new equipment and/or modify existing equipment, including body frames, running gear and accessories.</li> <li>*Operate and maintain tools and machinery used in the repair and maintenance of mobile equipment.</li> </ul> |  |  |
| 25%   | <ul style="list-style-type: none"> <li>*Instruct and lead or direct the work of others and maintain various records and reports.</li> </ul>   |  |  |
| 10%   | <ul style="list-style-type: none"> <li>*Perform inspection of mobile equipment mandated by policy and state law. *Complete required documentation.</li> </ul>   |  |  |
| 10%   | <ul style="list-style-type: none"> <li>*Support the Forestry Equipment Manager I in the selection of parts and estimate of repair costs. *Make approved purchases as a certified purchaser and complete all required purchase documents and submit within required timeframes. *Responsible for processing purchase documents and must be familiar with the various processes and procedures associated with the use of FI\$CAL program and other means of purchasing commodities and services. *Track all</li> </ul> <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.   |   |  |  |
| <b>Job qualifications and/or conditions of employment:</b> 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. May be subject to working nights, weekends or holidays in support of emergency incidents including travel. Upon appointment, incumbent is required to have a California Department of Motor Vehicles (DMV) 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."   |   |  |  |
| Employee Signature _____  |   | Supervisor Signature _____   |  |
| Date _____  |   | 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.

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| CONT. | shop purchases and process and issue all purchase documents including Purchase Orders, Material Requisition or Transfers (MRT), supply orders, and purchase estimates. *Process and reconcile monthly procurement documents relating to California Purchasing Card (P-Card) expenditures. |
| 5%    | *Instruct personnel in the proper operation and maintenance of equipment.   |
| 5%    | *Special assignments as necessary including emergency incident response, the support of Camp operations and/or fixed facility maintenance.  |
| 5%    | Other duties as required in support of fleet and equipment operations.  |

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel use only       Posted to Directory      \_\_\_\_\_  
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