

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position MAINTENANCE MECHANIC	
		Division and/or Subdivision SACRAMENTO HQ / FPP / TRAINING CENTER	
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 IONE – AMADOR COUNTY	
		Class Title of Position MAINTENANCE MECHANIC	
		Position Number 541-029-6940-904	
		Effective Date 7/31/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the Supervisor of Building Trades, the Maintenance Mechanic will independently perform a wide variety of skilled work in the maintenance, alteration, repair of buildings and mechanical systems, and do other related work.		
	*Perform miscellaneous minor building construction and interior and exterior repair work including, but not limited to; carpentry, concrete formwork, concrete installation and finishing, painting, and the safe use of task related hand and power tools. *Reads, interprets, and works from plans, drawings, and specifications.		
20%	*Inspect, install, maintain, and repair plumbing, heating, water, and sewer systems.		
20%	*Perform electrical maintenance and repair work. *Maintain a working knowledge of proper safe methods of electrical maintenance and repair.		
15%	*Repair laundry, shop, and other mechanical equipment. *Maintain tools and equipment in good condition. Operate, and maintain construction and grounds equipment, i.e.; backhoes, personnel lifts, tractors, chainsaws, brush chippers, riding lawnmowers, weed eaters etc.		
5%	*Estimate and identify materials and supplies needed for the performance of 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.		
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: The incumbent is required to wear respiratory protection equipment. 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 is used, and the medical status of the incumbent. As such, CalOSHA 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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 50 pounds; and the pace of work is typically set by the emergency situation.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	