

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Heavy Fire Equipment Operator</u>	
		Division and/or Subdivision <u>North Region – Mendocino Unit</u>	
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 <u>17501 North Highway 101, Willits</u>	
		Class Title of Position <u>Heavy Fire Equipment Operator</u>	
		Position Number <u>542-133-6387-001</u>	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<u>Under the direction of the Battalion Chief, the Heavy Fire Equipment Operator (HFEO) is responsible for the operational readiness of the bulldozer, transport, and dozer tender. The maintenance and operability of that equipment, as well as the maintenance of other emergency apparatus and equipment. When assigned to the automotive fleet maintenance, may work under the direction of the Forestry Equipment Manager for the duration of the assignment.</u> <u>*Operates heavy bulldozers, motor-graders, heavy-duty transports, trucks, and other types of heavy equipment used in fire suppression work, road maintenance projects, and vegetation management projects. Relief Coverage: *Responds to emergency assignments in operational area as requested and functions in the capacity as requested. Reads and understands maps to determine the location of projects and types of terrain to be worked. *Operates equipment on steep, rocky ground both on and off road, and under hazardous conditions. May oversee Fire Fighter 1 (FF1) or hand crews on fire line assignments and work projects. May assist with minor mechanical repairs and maintenance of state-owned equipment. *Operates as an independent resource assigned to an organizational structure at the emergency scene.</u>		
30%	<u>*Performs general maintenance and repairs of which may include preventive maintenance services, tune-ups, brake repair and adjustments, disassemble and assembly for overhaul, welding, limited body work, general lubrication and engine and gearbox lube changes. Assists mechanics in making major mechanical repairs to fire engines, dozers, and transports.</u> <u>*Maintains other equipment such as pumps, chain saws, portable and stationary generator power units.</u>		
10%	<u>*Directs and trains firefighters (swampers) in fire suppression activities. Trains others, in safe practice in the use and repair of heavy equipment and vehicles. *Attends training classes as required to develop qualifications and professional standing.</u> *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: <u>See page 2.</u>			
"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 _____	

Percentage of Time
Required

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

10%

*Responsible for accurate record keeping, written reports of work performed, submission of mileage reports, and collective data entries pertaining to fleet maintenance. Responsible for entries to Financial Information System for California (FISCAL), Purchase Orders, and timely submissions of procurement card transactions. Ensures proper processing of purchases and completion of all reports and documentation necessary for the efficient operation of the Shop, Unit, and Going Fire (active incidents).

5%

Miscellaneous tasks can include evaluating work of assigned employees and taking or recommending appropriate action. Accepts special assignments and 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 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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Job qualifications and/or conditions of employment: Position may require a two (2) year commitment and completion of appropriate JAC apprenticeship program. Possession of the appropriate driver license is required upon appointment. Must successfully complete required training during probationary period as a condition of employment. May be subject to working nights, weekends, or holidays.

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

Employee Signature

Date

Supervisor Signature

Date

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Initials and Date