

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position AVL Heavy Equipment Mechanic	
		Division and/or Subdivision Fire Protection/Mobile Equipment	
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 Davis, Yolo County	
		Class Title of Position Heavy Equipment Mechanic	
		Position Number 541-066-6834-014	
		Effective Date 9/1/25	
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 Forestry Equipment Manager I (FEM I) Automatic Vehicle Locator (AVL), the incumbent is responsible for the following Mobile Equipment functions at the Davis Equipment Facility: *Coordinate and assist in the installation of Automatic Vehicle Locator/Mobile Data Terminal (AVL/MDT) systems in newly purchased CAL FIRE equipment. *Coordinate and assist in the removal of the original AVL/MDT systems in the current fleet and remove hardware from equipment that is being surveyed. *Retrofit and install component to support the latest AVL/MDT systems. *Work with the AVL/MDT project team in resolving wiring problems and other mechanical issues that require research, development, and resolution. *Travel with the AVL/MDT team throughout the state to install AVL/MDT equipment in the Units and Regions statewide during outfitting campaigns.		
30%	*Receive, inspect, and outfit new equipment in conformance with State specifications and policy. *Fabricate and install special equipment or modify existing equipment, including body, frame and drivetrains. *Inspect equipment to locate and determine the extent of necessary repairs and corrective action. *Provide technical assistance to field personnel on specialized equipment in ongoing maintenance and repair. *Maintain and repair trucks, tractors, graders Perform Bi-annual Inspection Terminal (BIT), Pre-delivery Inspection (PDI) and new equipment acceptance. Install and trouble shoot Telematics devices and pump tests as necessary.		
10%	*Operate and maintain tools and machinery used in repair and maintenance of vehicles and heavy equipment. Perform welding, fabrication and brazing work. Perform Maintenance and repairs on CAL FIRE fleet of vehicles. Inspection of repairs of vendors. Quality control inspections and ensure proper maintenance and service of each vehicle is performed per manufacturer's specifications.		
*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: Ability to use and operate various tools and lift approximately 25 lbs. See additional comments on Page 2			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - <u>PAGE 2</u>		Working Title of Position AVL Heavy Equipment Mechanic	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	Instruct operators and field personnel in the proper operation and servicing of mobile equipment. Instruct and supervise helpers or apprentices. Prepare comprehensive records of all vehicle activity including Acquisition, identification, maintenance, transfers, and disposition. Prepare, track, and receive for record all documentation including, but not limited to, work orders, invoices, mileage reports, trip tickets, credit memorandums, and input data into CollectiveData (CD). Maintain a parts inventory and all associated requisitions, delegated purchasing documents, and inventory records.		
5%	Perform repairs throughout the state during major fires and large repair campaigns. This sometimes involves travel and could require extended periods of time away from home.		
5%	Other duties as deemed necessary.		
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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 (RPP) to be fit-tested for respiratory protection equipment. Within 6 months of 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. This position requires travel up to 10% of the time. This travel may be local or statewide and may result in overnight stays. This travel may increase to 25% of the time during peak fire season.			
"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 _____	