

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Heavy Equipment Mechanic</u>	
		Division and/or Subdivision <u>Shasta-Trinity 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>Redding</u>	
		Class Title of Position <u>Heavy Equipment Mechanic</u>	
		Position Number <u>541-213-6834-VAR</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.		
50%	<u>Under the direction of the California Department of Forestry and Fire Protection (CAL FIRE) Forestry Equipment Manager I (FEM I), the Heavy Equipment Mechanic (HEM) is responsible for maintenance and the general repair of heavy equipment within the Shasta-Trinity Unit – Mobile Equipment Facility.</u>		
20%	<u>*Performs general repair and maintenance on fire apparatus and related support equipment including but not limited to fire engines, water tenders, rescues, pickups, sedans, auxiliary pumps, generators and/or other stationary equipment. Repair and maintenance includes: testing, diagnosis, evaluation, service, tune-up, adjustment, repair, replacement or overhaul of power train; i.e., engine, transmission, drive lines, axles, steering and suspension components, brakes, etc., electrical and fuel systems, fire pumps, foam systems, plumbing, valves, nozzles, monitors, floto pumps and/or other related systems.</u>		
	<u>*Responsible for maintenance and housekeeping of shop facilities, tools, equipment, and assigned vehicle. *Maintains proper safety standards at all times. *Records and appropriately stores annual safety inspections and fire pump testing documentation. Maintains a file system with related maintenance, repair, inspection, testing, and purchase records on all mobile equipment in CAL FIRE inventory shall be maintained. Occasionally repairs and maintains county-owned equipment. Possesses knowledge of Shasta County Fire Department (SCFD) purchase procedures, guidelines and approval requirements. Coordinates purchasing with the FEM I and keeps proper records for all purchases. *Attends and participates in training appropriate for the position.</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 <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.

15% *Completes work orders for all maintenance and repairs on fire apparatus and support equipment, including any work performed by a commercial vendor. Schedules repairs or service with commercial vendors when deemed necessary and approved by the FEM I.
*Inspects and keeps appropriate documentation for all outside work performed on equipment.

10% *Completes safety inspections on all vehicles arriving for annual maintenance in compliance with CAL FIRE/SCFD standards. Implements a comprehensive annual maintenance program for all apparatus and support equipment with the guidance and direction of the FEM I.

5% Other duties as required.

Maintains the Arduous Fitness Standard in accordance with department policy.

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, the California Occupational Safety and Health Administration (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 test.

At the discretion of management, the duty week shall consist of four (4) ten-hour days. The duty shift may also include weekend coverage. Employee is subject to call back for emergency repairs and may be assigned to emergency incidents if deemed appropriate by the FEM I or administration.

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Job qualifications and/or conditions of employment: Unless otherwise instructed, employee is required to furnish appropriate hand tools. Must possess or obtain a valid commercial driver license, unrestricted Class A or B with tank (N) and passenger (P) endorsements and no restrictions for air brakes or standard transmission by the end of the six-month probationary period as a condition of employment. Employees using a Commercial Driver License (CDL) are subject to drug and alcohol testing under Federal regulations. Consequently, employees in classifications that require a CDL as a minimum qualification will be placed in the State's random drug and alcohol testing pool. May be subject to working nights, weekends or holidays to complete duties.

"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