

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Heavy Equipment Mechanic	
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 a brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs 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.		Division and/or Subdivision Northern Region Headquarters	
		Location of Headquarters Santa Rosa	
		Class Title of Position Heavy Equipment Mechanic	
		Position Number 541-101-6834-003	
		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.		
40%	Under the direction of the Region Forestry Equipment Manager II, the Heavy Equipment Mechanic performs the following: *Performs comprehensive repairs to fire apparatus and support vehicles throughout the region. This includes Type I-VI rated fire engines, fast attack engines, rural tankers, heavy equipment (including bulldozers, excavators, and loaders), and administrative vehicles. Mechanical duties involve advanced diagnosis and maintenance work on diesel, gasoline, and hybrid engine systems; performs relines and complete brake system repairs; rebuilds and overhauls fire pumps including centrifugal and positive displacement pumps; and conducts various mechanical repairs to fire apparatus and emergency response vehicles. These duties also involve deployment assignments on extended attack campaign fires throughout California and neighboring states, as well as mandatory travel to California Department of Forestry and Fire Protection (CAL FIRE) camp management reviews, fire preparedness exercises, mobile kitchen units (MKU) and mobile command center (MCC) roundups, and units throughout the state of California to provide on-site mechanical support and training.		
20%	*Performs scheduled preventive maintenance inspections and corrective maintenance work on heavy fire apparatus and support vehicles on a scheduled routine basis as mandated by CAL FIRE policies. All preventive maintenance must be completed according to schedules and procedures outlined in the CAL FIRE 6700 Handbook. Conducts thorough reconciliation of parts and equipment inventories after incident demobilization and performs annual inspections and inventories on region demob trailer, mobile kitchen units (MKU), and mobile command center (MCC). Documents all maintenance activities and ensures compliance with state and federal vehicle safety standards. *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: See page 3			
"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%	*Prepares and completes Shop Work Orders as required by CAL FIRE policy to properly document and report all work performed on state-owned vehicles and equipment. Completes detailed Faulty Equipment Reports and other technical reports as necessary to track equipment issues, identify recurring problems, and support warranty claims. Inputs work orders into the Electronic Fleet Database system (Collective Data) and maintains comprehensive paper and electronic vehicle files. Completes monthly Procurement Card (P-Card) reconciliation and purchase order payment documents to support mobile equipment repairs and parts procurement. Ensures all documentation complies with state procurement regulations and audit requirements.
15%	*Provides technical direction and guidance to other personnel performing preventive maintenance and mechanical repair work throughout the region. Instructs Heavy Fire Equipment Operators, fire control personnel, and other staff assigned to assist with mechanical repairs, ensuring work meets CAL FIRE standards and safety requirements. Completes monthly P-Card and purchase order pay documents to support the mobile equipment repairs for region vehicles. Assist unit Hired Equipment coordinator with vendor equipment inspections, contract compliance, file maintenance, and auditing. Respond to emergency incidents in assigned Incident Command System (ICS) positions, including Equipment Manager (EQPM), Ground Support Unit Leader (GSUL), and General Mechanic (GMEC), providing critical equipment support during major incidents and extended campaigns.
10%	*Receives and completes specialized technical training in fire apparatus repair and maintenance as required to achieve and maintain proficiency in this position. Training areas include fire pump hydraulics, emergency vehicle technician (EVT), vehicle electrical systems, and emergency vehicle operations. Assists in developing and presenting comprehensive training programs to fire control personnel on apparatus care, preventive maintenance, operator-level troubleshooting, and equipment maintenance best practices. Serves as a technical resource for field personnel regarding equipment capabilities and limitations.
	*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.

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Job qualifications and/or conditions of employment: [See page 3](#)

"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.

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 test.

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Job qualifications and/or conditions of employment: Job qualifications and/or conditions of employment: Incumbent is required to obtain a Class A or B Commercial Driver License with Tank (N) and Passenger (P) endorsements and no restriction for air brakes or standard transmission by the end of the six (6) month probationary period as a condition of employment. Candidate must pass a pre-employment medical evaluation, drug pre-screen test, and be enrolled in the Federal Department of Transportation random pull program. May be subject to working nights, weekends, and holidays. As part of a duty rotation, some repairs will be made on an emergency basis after hours and on weekends. Extended over-night travel is expected throughout the State.

"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