

CURRENT

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	
		Division and/or Subdivision Riverside Unit	
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 Perris, CA	
		Class Title of Position Heavy Equipment Mechanic	
		Position Number 541-346-6834-001	
		Effective Date November 1, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	Under the direction of the Unit Forestry Equipment Manager I (FEM I), the Heavy Equipment Mechanic (HEM) inspects and diagnoses equipment to locate and determine the extent of necessary repairs and takes all corrective action as necessary. This individual is expected to implement, adhere to and enforce all CAL Fire and Riverside County Fire policies and procedures. May be assigned to the field or shop. Must possess a valid California Driver's License with the appropriate endorsements and current medical certification for the various types of vehicles operated by the department.		
	<u>DUTIES</u>		
40%	*Performs equipment inspections as per policy and guidelines set by Mobile Equipment Management. *Makes repairs to a variety of Unit and inmate fire camp vehicles. *At times may inspect and repair vehicles from around the state.		
	*Performs engine maintenance (gas or diesel), steering, suspension, brakes, fire pumps, electrical problems, transmissions and welding as required. *May be sent to fire assignment's anywhere in the State to establish emergency repairs on a variety of fire equipment.		
30%	*Completes repair work orders and safety compliance inspection forms for all work performed on equipment. *Performs annual preventative maintenance and pump testing. *May be required to get estimates from vendors to obtain approval throughout the Region office and complete all necessary documentation. *May be required to inspect outside vendor repairs for accuracy.		
20%	*Maintains a safe work environment. *Inspects assigned work areas for hazards and mitigates or reports deficiencies in compliance with the departments Injury Illness Prevention Program. *Keeps documentation up to date as required (MSDS folder, Code of safe practices, Injury reports).		
	*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: May be required to work irregular work hours and days, including weekends and holidays. 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). As such, Cal/OSHA requires the incumbent be annually medically cleared to be fit tested for respiratory protection equipment.			
"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			

Working Title of Position
 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%

*Orders and maintains an adequate inventory of supplies, such as lubricants and necessary parts for common repairs for the assigned shop facility. *Constructs, fabricates, and installs special equipment as directed. Other duties as assigned.

*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: Within six (6) months of appointment, incumbent is required to have a California Department of Motor Vehicles (DMV) Class A or B Commercial Driver License (CDL) with a tank (N) endorsement, passenger (P) endorsement, and no restrictions for air brakes or standard transmission. New hires that do not possess the appropriate CDL and endorsements are authorized to drive the required vehicles for the purpose of obtaining a commercial license and appropriate endorsements only when an employee with the proper endorsement is present in the vehicle with them.

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

 Employee Signature
 Personnel use only

 Date

Posted to Directory

 Supervisor Signature

 Date

 Initials and Date