

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Maintenance Mechanic</u>	
		Division and/or Subdivision <u>Northern Region Headquarters</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>Maintenance Mechanic</u>	
		Position Number <u>541-101-6940-002</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.		
40%	<p>Under general direction of the Supervisor of Building Trades -The Maintenance Mechanic is to be responsible for working with a small construction crew, or independently performing miscellaneous skilled work including maintenance, repairs, and alterations of buildings and mechanical systems. Responsibilities include, but are not limited to, inspecting, maintaining and repairing plumbing, heating, water and sewer systems, electrical systems, and do minor building construction.</p>		
35%	<p>*Works with and assists construction crews with constructing or repairing various types of buildings at state facilities including, but not limited to, electrical, plumbing, sewer and water systems, Heating Ventilation and Air Condition (HVAC) systems, mechanical systems, and minor building projects., while following all guidelines set forth by California Department of Forestry and Fire Protection (CAL FIRE), State Fire Marshal, California Department of Corrections, and Occupational Safety and Health Administration (OSHA).</p>		
10%	<p>*Assists in planning projects, setting goals, obtaining materials, and ensuring professional completion of projects. Draws sketches and prepares cost estimates and requisitions for materials and supplies per plans and specifications. Records all purchases and project work and prepares reports as necessary. Creates, pulls, and submits project reports. May lead the work of a construction crew which may include in-direct supervision of inmates, casual hires, and other assigned workers. Ensure compliance with all safety standards and practices.</p> <p>*Inspects progress on jobs for code compliance, quality control, and general industry adherence to standard practice of construction.</p>		
	<p>*Purchases materials and completes and maintains supporting purchasing documents.</p>		
	<p>*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.</p>		
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:			
"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 _____ <div style="text-align: center;">Initials and date</div>			

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 the operation and maintenance of construction tools, vehicles, and equipment while keeping them clean and ensuring compliance with safety rules and reporting requirements.

5%

Performs 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.

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Job qualifications and/or conditions of employment: Overnight travel will be required. Subject to working nights, weekends, or holidays during emergency incidents. Ability to obtain and maintain certified purchaser status. Ability to drive a state vehicle and maintain a valid Driver's License. Medical clearance is required before appointment.

"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