

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Stationary Engineer</b>	
		Division and/or Subdivision <b>San Mateo – Santa Cruz Unit</b>	
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 <b>Glenwood Fire Center, San Mateo Co</b>	
		Class Title of Position <b>Stationary Engineer</b>	
		Position Number <b>541-117-6712-001</b>	
		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 general direction of the Fire Center Division Chief, the Stationary Engineer performs a variety of skilled work in the operation, maintenance, and repair of the facilities at both the Glenwood Fire Center and various California Department of Forestry and Fire Protection (CAL FIRE) San Mateo – Santa Cruz Unit (CZU) Fire Stations.  *Installs, operates and maintains boilers, heating, air conditioning, ventilating, lighting, power, water, water treatment, waste water and other mechanical systems in state buildings and structures. *Repairs and maintains electrical transformers, motors, controls, calibrates control systems for air conditioning, refrigeration, heating and ventilation systems. *Purchases materials, tools, and equipment following state purchasing regulations and policies. *Works with and assist other trades and contractors when needed. *Makes safety plans and conduct tailgate safety meetings.		
20%	*Maintains assigned tools/equipment and keeps shop area organized and stocked with supplies. *Inspects CAL FIRE's physical structure improvements from the standpoint of maintenance and safety requirements. *Assures compliance of buildings and facilities with the applicable Industrial Safety codes. Includes routine maintenance and repair of fire alarm systems, control panels, natural and Liquid Petroleum Gas (LPG) distribution and storage systems, buildings, and grounds. Tracks and inspects eye wash stations.		
15%	*May lead the work of a construction crew which may include overseeing Firefighters and other assigned workers. Ensures compliance with all safety standards and practices. *Inspects progress on jobs for code compliance, quality control and general industry adherence to standard practice of construction at various sites within the Region that may require travel.		
15%	*Performs minor building maintenance and repair, plans layouts and estimates cost of electrical, mechanical systems; requisitions parts, supplies, and equipment, calculates systems requirements to provide estimates for modifications or replacement of systems. Maintains a Procurement Card (P-Card) and supporting purchasing documents and prepares reports as required.		
*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.			
<b>Equal Employment Opportunity (EEO) Statement:</b> 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 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b> <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.

5%      \*Prepares facilities and reports for control agency audits (California State Fire Marshal (CSFM), Environmental Health, and CAL FIRE). Works closely with Region, Unit Capital Outlay Program Committee (CAPCOM) Coordinator, and Technical Services staff to ensure compliance with federal and state codes and regulations governing this facility. Assists with the completion of the bi-annual facilities inspection and coordinate repairs on Facilities Equipment Safety Inspection forms (CAL FIRE-66). Coordinates Safety Data Sheets (SDS) program with the Fire Center Division Chief.

5%      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, 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. NOTE: 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: Medical clearance is required prior to appointment. Overnight travel may be required. Ability to obtain and maintain certified purchaser status. Ability to drive a State Vehicle to various job site locations. May be required to work nights, weekends, and holidays, and extended hours.

"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

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 Initials and Date