

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 (HEM)	
		Division and/or Subdivision Madera-Mariposa-Merced 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 5366 Highway 49 North, Mariposa, CA 95338	
		Class Title of Position Heavy Equipment Mechanic	
		Position Number 542-414-6834-002	
		Effective Date 11/1/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the Forestry Equipment Manager I, the Heavy Equipment Mechanic maintains, repairs, and constructs automotive equipment, construction and maintenance equipment and other specialized equipment items. Also performs routine maintenance on emergency apparatus at various locations throughout the unit utilizing a mobile repair vehicle.		
20%	*Inspects equipment to locate and determine the extent of necessary repairs and the corrective action necessary. *Maintains and repairs all types of utility vehicles such as pickups and sedans, fire apparatus, crew buses, tractors, graders, pumps, air compressors, electric generators, diesel and gasoline engines, and similar equipment. *Constructs new special equipment or modifies existing equipment including body frames and running gear. *Performs installation of/ or repairs to special equipment. *Operates and maintains tools, instruments and machines used in the repair, testing and maintenance of light vehicles, fire engines and construction equipment. *Performs minor welding and brazing work. *Performs demobilization inspections on fire equipment. *Performs emergency field repairs when required, including outside of work hours.		
	*Prepares and completes shop work orders to properly document repair work performed. *Maintains accurate files on equipment. *Completes faulty equipment reports and other detailed reports as necessary. *Purchases repair parts, filters and adequate shop stock. *Maintains inventory records. *Prepares estimate repair costs, arranges for repair at vendor shop, pays invoices and completes 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: Within six 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 restriction 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. 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 that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays.			
"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.
10%	*Performs preventative maintenance inspections and corrective work on fire apparatus and administrative vehicles, construction equipment and small engines on a scheduled routine basis per the Department of Forestry and Fire Protection Handbooks 2600 and 6700. *Responsible for the implementation and performance of safety and 90 day compliance inspections for all automotive, fire apparatus, and construction equipment. *Perform inspection of mobile equipment mandated by policy and state law and completes required documentation.
10%	*Receives specialized training in fire apparatus repair and maintenance to remain proficient. *Assists in presenting training to fire control personnel on the proper care and maintenance of all apparatus. *Provides technical directions and guidance to other personnel performing preventive maintenance and other mechanical repair work. *Works with Heavy Fire Equipment Operators and other personnel assigned to assist with mechanical repairs. *Attends training in the Incident Command System to respond and support initial, major and extended attack fires.
10%	*Maintains auto shop tools in a manner that provides for a clean efficient operation. *Cleans up spills and hazards daily. *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. *Maintains current documentation regarding MSDS and the Code of Safe Practices.
10%	*Support the Forestry Equipment Manager in the selection of parts and estimate of repair costs. *Make approved purchases as a certified purchaser and complete all required purchase documents and submit within required timeframes. *Responsible for processing purchase documents and must be familiar with the various processes and procedures associated with the use of FISCAL program and other means of purchasing commodities and services. *Track all shop purchases and process and issue all purchase documents including Purchase Orders, Material Requisition or Transfers (MRT), supply orders, and purchase estimates. *Process and reconcile Monthly procurement documents relating to California Purchasing Card (P-Card) expenditures. Other duties as necessary. *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: Within six 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 restriction 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. 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 that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays.

"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 _____	