

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Automotive Technician II	
		Division and/or Subdivision Southern Region / San Diego 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 San Diego Unit Headquarters, El Cajon, CA	
		Class Title of Position Automotive Technician II	
		Position Number 541-314-6830-002	
		Effective Date 05/26/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction and supervision of the Forestry Equipment Manager I, the Automotive Technician II (AT II) is responsible for performing the more complex installation of costly, specialized, and highly technological emergency equipment in the Department's standard, pool, specialty, law enforcement, and heavy equipment: *Assist Fleet personnel with parts/material pickup and delivery to and from vendors and various sites. *Assist in preparation of Service Contracts for vendor services, processing required documents, and signatures. *Independently schedule maintenance and repair service, determine appropriate level of service and repair, negotiate frequently with vendors, and perform quality control review of all work performed by vendors.		
30%	*Assist with pool vehicles in scheduling and delivering vehicles to vendors for modifications, installations, repairs, maintenance, and other related logistics. *Provide logistical support for mobile equipment including arranging maintenance, delivering large vehicles with and without trailers, and small equipment within the Unit.		
20%	*Assists Heavy Equipment Mechanics with parts and inventory management within the Unit. *Disassemble, modify original manufacturer equipment, and install departmental emergency equipment in standard, pool, specialty, law enforcement and heavy equipment. *Assist Heavy Equipment Mechanics with minor vehicle maintenance and repairs. *May utilize power tools, hand tools, including air or electric powered impact wrenches, hydraulic power tool, welding and cutting equipment, etc.		
10%	*Prepare comprehensive records of all vehicle activity including acquisition, identification, maintenance, transfers, and disposition. *May arrange for disposal of hazardous materials.		
5%	Other duties 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.		
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 nights, weekends or holidays in support of emergency incidents. 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 to be annually medically cleared to be fit-tested for respiratory protection equipment. Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; and evidence of satisfactory arrest and driving record. Desirable qualification: Possession of a valid Commercial Driver's License.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	