

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Stationary Engineer</u>	
		Division and/or Subdivision: <u>CNR/ Mendocino</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>17501 N. HWY 101, Willits CA 95490</u>	
		Class Title of Position <u>Stationary Engineer</u>	
		Position Number <u>541-133-6712-001</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.		
30%	<p>Under the general direction of the Fire Center Battalion Chief, the Stationary Engineer will be delegated the responsibility of maintenance and oversight of facility systems including, but not limited to; water, sewage, lighting, heating, cooling and other systems and general plant maintenance in the Mendocino Unit. Duties include but are not limited to:</p> <p>*Operates, maintains, and repairs boilers, heaters, pumps, valves, apprentices, and lines used in the distribution of steam and heated or processed water; operates, repairs and maintains refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigerant lines and devices used to control temperatures; operates, maintains and repairs air compressors, together with distribution lines and all valves and devices for air control; operates, maintains and repairs all natural and manufactured gas distribution lines, and manufacturing systems including all valves and control devices; operates, repairs and maintains water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water lines; *operates, repairs and maintains all types of motors and engines used to power pumps, compressors and fans; repairs and maintains single-phase and multi-phase electrical circuits up to 550 volts; repairs and maintains electrical transformers, motors, controls, machinery fixtures, appliances and elevators; *repairs and maintains electronic systems such as clocks, closed circuit television, automatic alarm systems, security systems, energy management systems, equal potential grounding and automatic power transfers; *calibrates control systems for air conditioning, refrigeration, heating and ventilation systems, including air balance, humidistat and solid state electronic motor control amplifiers; *operates, maintains and repairs laundry, bakery and culinary equipment; inspects and trouble shoots electrical and mechanical systems and equipment to identify repairs needed; *calculates systems requirements to provide estimates for modification or replacement of systems; leads and trains subordinate and less senior personnel, and advises them of unusual problems, procedures, and practices.</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>		
<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: <a href="#">See page 2.</a>			
"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.

- 20%      \*Maintenance and repair of, storage facilities and distribution systems including lighting, heating, ventilation, and air conditioning (HVAC).
- 20%      \*Assists Fire Center Water and Sewage Plant Operator (WASPO) with operation, inspection, maintenance, and repairs of all water and/or wastewater systems per California Code of Regulations Title 22 and Title 23, including piping, pumps, ponds, spray fields, leach fields and storage used in conjunction with water and sewer systems. \*Perform daily test conducted on water and sewage in various stages of treatment.
- 15%      \*Occasional job delegation and training of Fire Fighter I and Fire Apparatus Engineer personnel to assist in performing daily tasks associated with maintenance, facility repair, grounds keeping/landscaping, carpentry, and miscellaneous duties.
- 10%      \*Performs minor building maintenance and repair; plans layouts and estimates costs of electrical, mechanical, and electronic systems; requisitions parts, supplies and equipment.
- 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, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, California Occupational Safety and Health Administration (CalOSHA) 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 test.

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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, 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 \_\_\_\_\_