

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>Heavy Equipment Mechanic (HEM)</b>	
		Division and/or Subdivision <b>Humboldt Del Norte 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>Fortuna, CA</b>	
		Class Title of Position <b>Heavy Equipment Mechanic I</b>	
		Position Number <b>541-111-6834-001</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.		
45%	Under the direction of the Forestry Equipment Manager I (FEM I), the Heavy Equipment Mechanic (HEM) is responsible for the following duties:  *Implements and completes all repair and maintenance of apparatus and support equipment within the scope of their assigned duties.*Performs general repair and maintenance of fire apparatus and related emergency and support equipment including but not limited to general heavy and light truck vehicles, passenger automobiles, fire engines, ladder trucks, water tenders, rescue vehicles, pickups, sedans, auxiliary pumps, motors, generators and/or other stationary mechanized equipment including proper testing, diagnosis, evaluation, service, tune-up, adjustment, repair, replacement or overhaul of power train, engine, transmission, drive lines, exhaust systems, axles, steering and suspension components, brakes, electrical and fuel systems, fire pumps, foam systems, plumbing, valves, nozzles, monitors, pumps and/or other related systems. *Plans, participates, makes recommendation in coordination with partner HEM and the Unit FEM I, on the comprehensive annual maintenance and repair program for all mobile equipment under the control of California Department of Forestry and Fire Protection (CAL FIRE) which includes but is not limited to State, County and Locally owned assets.		
25%	*Plans and performs all actions based on the guidance of the Injury Illness Prevention Program (IIPP) guiding documents related to automotive repair. Bases all actions after a comprehensive evaluation of the safety elements and hazard risk analysis of the related task(s) to be performed. Conducts and performs inspection, repair and maintenance in compliance with applicable Federal and State regulations, industry standards and CAL FIRE policy and standards. *The HEM conducts and completes a proper safety inspection as part of any fire apparatus, related emergency or support equipment maintenance or repair job. *Records and stores appropriately, all annual safety inspections and fire pump testing documentation. *Maintains file systems (paper and/or electronic) with related maintenance, repair, inspection, testing and purchase records on all mobile equipment in CAL FIRE control. *Performs maintenance and housekeeping of shop facilities, i.e., tools, equipment and assigned vehicle. *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: <a href="#">Please see page 2.</a>			
"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	

Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%	<p>*Respond to emergency incidents filling Incident Command System positions of Equipment manager or trainee, Ground Support Unit Leader or trainee, and General Mechanic or trainee.</p>
10%	<p>*Completes all work orders for all maintenance and repairs on fire apparatus and support equipment, including any work performed by a commercial vendor. *Schedules repairs or service with commercial vendors when deemed necessary and approved or directed by the FEM I. *Ensures outside work is inspected and appropriately documented.</p>
5%	<p>*Makes repairs at various locations. When called and/or dispatched by the Fortuna Interagency Emergency Command Center, the HEM must be available for emergency response within the Humboldt Del Norte Unit, as well as anywhere in the State to repair and maintain mobile equipment. This includes emergency call back, Local, and Region Staffing Patterns.</p>
5%	<p>*Attend training that benefits the employee and the Department. *Successfully complete Basic Purchasing training and use a State Procurement Card to make purchases, completes all supporting financial documents, and processes Procurement Card and other purchasing documents by required deadlines.</p> <p>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, the California Occupational Safety and Health Administration (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 test.</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>

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Job qualifications and/or conditions of employment: Incumbent is required to obtain a Class A or B Commercial Driver License with Tank (N) and Passenger (P) endorsements and no restriction for air brakes or standard transmission by the end of the six (6) month probationary period as a condition of employment. Candidate must pass a pre-employment medical evaluation, drug pre-screen test, and be enrolled in the Federal Department of Transportation random pull program. May be subject to working nights, weekends, and holidays. As part of a duty rotation, some repairs will be made on an emergency basis after hours and on weekends.

"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			