

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	
		Division and/or Subdivision SACRAMENTO HQ / FPP / TRAINING CENTER	
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 IONE – AMADOR COUNTY	
		Class Title of Position HEAVY EQUIPMENT MECHANIC	
		Position Number 541-029-6834-002	
		Effective Date 3/7/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direction of the Forestry Equipment Manager I (FEM); maintain the Training Center Fleet and grounds equipment. Teach and test Air Brake Operation and other classes as required. Perform purchasing duties as required.		
20%	*Receive, inspect, and outfit new equipment in conformance with state specifications and policy. *Fabricate and install special equipment or modify existing equipment, including body, frame and drivetrains. *Inspect equipment to locate and determine the extent of necessary repairs and corrective action. *Provide technical assistance to field personnel on specialized equipment in ongoing maintenance and repair. *Purchase required materials to support the Automotive program. Maintain monthly P - Card statement records on required forms and electronic files. Ensure that all State and Department of Forestry and Fire Protection (CAL FIRE) purchasing rules are followed and documentation is available. Attend training as required.		
10%	*Maintain and repair fire engines, crew bus, trucks, tractors, bulldozers, graders, pumps, air compressors (engines, chainsaws, compressor), diesel engines, gasoline engines, electric vehicles and similar equipment. Perform repairs throughout the state during major fires, CAL FIRE training center locations and large repair campaigns. This sometimes involves travel and could require extended periods of time away from home. Email and phone usage. Computer based diagnostic software usage from manufactures and 3 rd party scanner tools.		
10%	*Repair and test various types of fire pumps and maintain inventory of pump parts and components for shop use and field requisition in support statewide. Annual pump test fire engines. Smoke test diesel engines.		
	*Instruct operators and field personnel in the proper operation and servicing of mobile equipment. Instruct and supervise helpers or apprentices. Keep records and create reports electronically on fleet software database.		
	*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: SEE PAGE 2.			
"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			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Assist the CAL FIRE Training Center FEM with vendor equipment inspections, file maintenance, and auditing of files.		
5%	*Respond to emergency incidents filling ICS positions of Equipment Technical Specialist (EQTS), Ground Support Unit Leader (GSUL), and General Mechanic (GMEC).		
5%	*Operate and maintain tools and machinery used in repair and maintenance of heavy equipment. Perform welding and brazing work.		
5%	*Other duties as required, i.e. facility maintenance and vehicle movement. The movement of certain kinds of equipment requires a Commercial driver's license with endorsements. (A California Commercial Driver's License of Class "B" with Tank endorsement, Air Brake endorsement and no restrictions minimum).		
5%	*Travel between Training Centers as operational need requires in support of the Training Program.		
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Job qualifications and/or conditions of employment: 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, 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 tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation.			
"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	