

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</b>	
		Division and/or Subdivision <b>Sonoma-Lake-Napa/Central Division</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>1199 Big Tree Road, St Helena CA 94574</b>	
		Class Title of Position <b>Heavy Equipment Mechanic</b>	
		Position Number <b>541-114-6834-001</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.		
50%	Under the direction of the unit's Forestry Equipment Manager I, the Heavy Equipment Mechanic performs the following:  *Performs A, B, C services/repairs to fire apparatus, utilities, including rated fire engines, fast attack engines, rural fire tankers and administrative vehicles. Mechanical duties involve diagnosis, repair and tune-up work on diesel and gasoline engines; replace and perform brake repairs on vehicles with both air and hydraulic brakes; repairs and overhauls fire pumps and other general mechanical repairs to fire apparatus. Perform and document Basic Inspection of Terminal (BIT) inspections on all regulated fleet equipment. Performs and documents pump testing annually.		
20%	*Performs preventive maintenance inspections and corrective work on heavy fire apparatus on scheduled routine basis. Preventive maintenance is to be done as outlined in CAL FIRE Handbook 2600.		
15%	*Receives specialized training in fire apparatus repair and maintenance as required to become proficient in this position. Assists in presenting training to fire control personnel on apparatus care and maintenance.		
10%	*Prepares and completes Shop Work Orders in Collective Data as required to properly report repair work performed. Orders, maintains and reconcile invoices and parts inventory/supplies on assigned repair vehicle/shop. Also completes Faulty Equipment Reports and other detailed reports as necessary. Provides technical direction and guidance to other personnel performing preventive maintenance and other mechanical repair work. Instructs Heavy Fire Equipment Operators and other personnel assigned to assist with mechanical repairs.		
*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:			
"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.

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, 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.

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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 a tank (N) endorsement, passenger (P) endorsement, and no restriction for air brakes or standard transmission during the 6 (six) 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 required to work nights, weekends, and 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**

Posted to Directory

\_\_\_\_\_  
 Initials and Date