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| 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 (HEM) | |
| | | Division and/or Subdivision Lassen-Modoc 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 Bieber | |
| | | Class Title of Position Heavy Equipment Mechanic | |
| | | Position Number 541-212-6834-001 | |
| | | 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. | | |
| 35% | Under direction of the Forestry Equipment Manager I (FEMI), the Heavy Equipment Mechanic: *Performs repairs to fire apparatus, including rated fire engines, dozers, transports, crew transportation vehicles, generators, light utility vehicles, and other equipment as assigned. Mechanical duties include but are not limited to; diagnosis and tune up work on diesel and gasoline engines, brake repairs on both air and hydraulic brakes, repair and overhaul of fire pumps, and other general mechanical repairs to fire apparatus. *Repairs will be made both in a shop or field location. *In the absence of the FEMI receives and applies guidance and direction regarding vehicle maintenance from the Assistant Chief. | | |
| 20% | *Performs preventative maintenance inspections, safety inspections, and preventative maintenance work *Inspections and work are to be performed as outlined in the Department of Forestry and Fire Protection Handbook 6700 and Mobile Equipment Maintenance Procedure Pamphlet (ME 1). | | |
| 15% | *Provides technical direction, guidance, and training to departmental staff providing maintenance and other mechanical repair work. *Provides technical instruction to Heavy Fire Equipment Operators and other personnel assigned to assist with mechanical repairs. | | |
| 10% | *Coordinates repairs to departmental vehicles and equipment by outside vendors, including arranging payment in accordance with departmental procedures. | | |
| 10% | *Responds to emergency incidents filling Incident Command System (ICS) positions of General Mechanic (GMEC), Equipment Manager (EQPM), and Ground Support Unit Leader. These incidents may be in remote locations, require extended duty shifts, and involve primitive facilities. | | |
| *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 _____ | | 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.

5% Assists Unit Hired Equipment Coordinator with vendor equipment inspections, file maintenance, and auditing of files.

5% Receives specialized training in fire apparatus repair and maintenance as required to become proficient in this position.

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 Department of Occupational Safety and Health (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.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven, rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

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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 _____