

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 Northern Region – Tehama Glenn Unit (TGU)	
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 Red Bluff	
		Class Title of Position Heavy Equipment Mechanic (HEM)	
		Position Number 541-215-6834-VAR	
		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 direct supervision of the Fire Equipment Manager (FEM) and in close cooperation with the Heavy Fire Equipment Operators (HFEO), the duties and responsibilities of the Shop/Mobile Heavy Equipment Mechanic (HEM) are: Equipment Maintenance and Repair: *Perform maintenance, diagnose, repair and overhaul mobile equipment, stationary and portable engines, and other mechanical equipment. *Repair and rebuild fire pumps, primer pumps, relief valves and related parts. *Electronic diagnosis of engine, transmission, and anti-lock brake systems. *Perform emergency repairs of equipment after normal business hours and on weekends.		
20%	*Assist vehicle operators in diagnosing and correcting mechanical problems with assigned mobile equipment, make field emergency repairs throughout ranger unit, and arrange for towing or hauling of disabled equipment.		
10%	*Maintain an inventory of assigned tools and equipment; order replacement tools and equipment; arrange for repair of broken tools and equipment. *Order, secure and pay for parts, repairs and services from outside vendors as needed; drive or transport vehicles to and from vendors as needed. *CALCARD package completion and turned in on time each month.		
10%	*Maintain preventative maintenance and mobile equipment cost accounting records according to prescribed standards. *Conduct mobile equipment safety compliance inspections, as required. * Respond out of Unit when directed to perform repairs on emergency incidents.		
*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: *Candidate must possess a Department of Motor Vehicles (DMV) Class A or B Commercial Driver License (CDL)1 with passenger (P) and tank (N) endorsements, and no restrictions for air brakes or standard transmission. * Candidate must obtain hazardous materials endorsement within six (6) months of appointment to position. *May 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 <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%

*Give training in maintenance/repair to other personnel as required or directed. *Attend in-service and out-service training classes and work toward State Fire Marshal's Fire Mechanic status.

5%

May be required to perform emergency repairs to County vehicles as directed by Unit FEM. 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 tests.

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Job qualifications and/or conditions of employment: *May be subject to working nights, weekends or holidays to complete duties. A valid Class A or B Commercial Driver License with Tank (N) and Passenger (P) endorsements and no restrictions for airbrakes or standard transmission must be obtained by end of 6 month probationary period. Must pass a pre-employment medical evaluation, drug pre-screen test, and be enrolled in the Federal Department of Transportation Random Pull Program.*

"We have discussed this document in its entirety and understand the duties of this position."

 Employee Signature
 Personnel use only

 Date

Posted to Directory

 Supervisor Signature

 Date

 Initials and Date