

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Mechanical Engineer	
		Division and/or Subdivision OSFM / Fire and Life Safety Division	
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 Sacramento	
		Class Title of Position Mechanical Engineer	
		Position Number 543-533-3583-002	
		Effective Date January 1, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	<p>Under the general direction of the Supervising Architect, the Mechanical Engineer in the Fire and Life Safety (FLS) Division will perform as part of the Plan Review team.</p> <p>Responsibilities include, but are not limited to:</p>		
40%	<p>*Review construction documents relating to mechanical systems, life safety systems and associated elements to ensure compliance with fire and life safety codes, regulations, and standards in Titles 19 and 24 of the California Code of Regulations. *Review design details specific to mechanical systems and engineering calculations to evaluate for fire and life safety code compliance.</p>		
30%	<p>*Interact and meet with design professionals before and during plan review. *Provide consultation and technical assistance, respond to questions. *Track, prioritize, and reduce construction errors using knowledge of California Code of Regulations Titles 19 and 24, and Office of the State Fire Marshal (OSFM) plan review processes.</p>		
15%	<p>*Advise and provide information to the Fire and Life Safety Division for mechanical and life safety engineering standards. *Provide support on mechanical and life safety system issues encountered in field conditions. *Provide engineering and technical input for the development of Alternate Means of Protection requests to the Field Supervisors and Division Chiefs in accordance with established Fire and Life Safety policy.</p>		
5%	<p>*Make technical engineering decisions on complex fire protection and life safety systems.</p>		
5%	<p>*Participate in regulations development relating to fire protection equipment, fire alarm, and life safety systems.</p>		
	<p><small>*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.</small></p>		
<p>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.</p>			
<p>Job qualifications and/or conditions of employment: Possession of a valid Mechanical Engineer License issued by the California Board for Professional Engineers, Land Surveyors, and Geologists. Travel may be required up to 5% annually and may include overnight stays.</p>			
<p>"We have discussed this document in its entirety and understand the duties of this position."</p>			
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%

*Perform other job-related duties as assigned. *Emergency Duty Assignments as required.

Desirable Qualifications:

- Experience working with public stakeholders.
- Knowledge and experience in mechanical design, plan review and construction methods.
- Ability to work independently and in a team environment.
- Ability to manage and resolve conflicts.
- Licensed as a Mechanical Engineer.

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"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