

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (09/17)		Working Title of Position Stationary Engineer	
		Division and/or Subdivision San Bernardino 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 Pilot Rock Fire Center	
		Class Title of Position Stationary Engineer	
		Position Number 541-334-6712-002	
		Effective Date 7/1/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the above position performs the following duties and responsibilities.		
45%	Under the general direction of the Supervisor of Building Trades of the Fire Center, the Stationary Engineer works independently at the professional level performing a variety of skilled work in the installation, operation, maintenance, diagnosis, and repair of; Mechanical Systems (boiler, heating, air conditioning, ventilation), Electrical Systems (lighting, power, wiring, panels, backup power, generators, and service), Water Systems (water service, wells, tanks, and water treatment), Wastewater and Sewage Systems (septic and treatment plants), and other systems normally found in various CAL FIRE buildings, structures, and support facilities.		
20%	*Installs, operates, maintains, diagnoses, surveys, and repairs boilers, heating, air conditioning, ventilating, lighting, power, water, water treatment, wastewater, and other mechanical systems in state buildings and structures. *Repairs and maintains single-phase and multi-phase electrical circuits up to 500 volts. *Repairs and maintains electrical transformers, motors, and controls; calibrate control systems for air conditioning, refrigeration, heating, and ventilation systems. *Purchases materials, tools, and equipment following state purchasing regulations and policies. *Works with and assists other trades when needed. *Makes safety plans and conducts tailgate safety meetings. *Maintains assigned tools/equipment and keeps assigned shop area organized and stocked with supplies. *Inspects the Department's physical plant improvements from the standpoint of maintenance and safety requirements. *Assures compliance of facilities with the applicable Industrial Safety codes.		
	*Works with and instructs Region and Unit personnel, performing facility maintenance and construction-related tasks. *Provides training on properly operating systems and equipment to Region and Unit personnel. *Identifies and facilitates required and continuing education opportunities for Region and Unit personnel as appropriate.		
	*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: Maintains the Arduous Fitness Standard in accordance with Department Policy . The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends, or holidays as well as extensive travel. Desired Licenses to obtain and maintain: Waste Water Operator, Water Distribution Operator, Water Treatment Operator, Refrigerant License, C-20, EPA 608 Refrigerants, Fire Alarms Technician, and Backflow Prevention Assembly Tester and Repair.			
"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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 DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
 Stationary Engineer

Percentage of Time Required	Effective on the date indicated, the employee assigned to the above position performs the following duties and responsibilities.
15%	*Aids in the preparation of and reviews capital outlay and maintenance budgeting for buildings, structures, and other infrastructure-related projects. *Analyzes staffing needs, equipment, and material needs and recommends project priorities. *Develops bills of material and produces material cost estimates from working drawings. *Prepares requisitions for specialized construction material items. *Assists Region and Unit staff with ordering construction/maintenance materials. *Estimates project costs for labor and materials. *Interprets, reads, understands, and works from blueprints and architectural sheets; reviews plans and specifications. *Provides project sketches and material take-offs as needed.
10%	*Prepares project specifications and bidding documents. *Contacts prospective bidders. *Prepares bid packages and summaries necessary for contract awards. *Inspects contract work against contract requirements and quality of work. *Approves payments to contractors upon satisfactory contractor compliance with contract requirements.
5%	*Remains current and has a working knowledge of the Uniform Building Code, Uniform Plumbing Code, National Electrical Code, and Uniform Mechanical Code. Safe Drinking Water Act, EPA regulations, and State Regulations.
5%	Other duties as required or assigned. *Highly desired – Knowledge of General Construction, structural design, framing, low voltage systems, commercial appliance repair, Propane Systems (polylines, fusion repair, and tanks), and well service (pumps, tanks, and pipe). *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.

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Employee Signature	Date	Supervisor Signature	Date
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Personnel use only Posted to Directory _____
 Initials and Date