

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 Santa Clara 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 Morgan Hill	
		Class Title of Position Heavy Equipment Mechanic I	
		Position Number 541-116-6834-501	
		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.		
45%	The Heavy Equipment Mechanic (HEM) works under the general direction of the Forestry Equipment Manager I (FEM I) or Unit Administrative Officer (AO) and is responsible for the following programs and functions:		
30%	*Performs general repair and maintenance of fire apparatus and related emergency and support equipment including but not limited to general heavy and light truck vehicles, passenger automobiles, fire engines, ladder trucks, water tenders, rescue vehicles, pickups, sedans, auxiliary pumps, motors, generators and/or other stationary mechanized equipment. *Repair and maintenance includes proper: testing, diagnosis, evaluation, service, tune-up, adjustment, repair, replacement or overhaul of power train; i.e., engine, transmission, drive lines, exhaust systems, axles, steering and suspension components, brakes, etc., electrical and fuel systems, fire pumps, foam systems, plumbing, valves, nozzles, monitors, pumps and/or other related systems.		
10%	*Plans and performs all actions based on the guidance of the Injury Illness Prevention Program (IIPP) guiding documents related to automotive repair. Bases all actions after a comprehensive evaluation of the safety elements and hazard risk analysis of the related task(s) to be performed. Conducts and performs inspection, repair and maintenance in compliance with applicable Federal and State regulations, industry standards and California Department of Forestry and Fire Protection (CAL FIRE) policy and standards. *The HEM conducts and completes a proper safety inspection as part of any fire apparatus, related emergency or support equipment maintenance or repair job.		
	*Complete work orders for all maintenance and repairs on fire apparatus and support equipment, including any work performed by a commercial vendor. Schedules repairs or service with commercial vendors when deemed necessary and approved or directed by the FEM I. *Ensures outside work is inspected and appropriately documented.		
	*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:			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Heavy Equipment Mechanic	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Plans, participates, makes recommendations in coordination with partner HEM and the Unit FEM I, on the comprehensive annual maintenance and repair program for all mobile equipment under the control of CAL FIRE, which includes but is not limited to State, County and Locally owned assets. *Support the FEM I in the selection of parts and estimate of repair costs. *Make approved purchases as a certified purchaser and complete all required purchase documents and submit them within required timeframes. *Responsible for processing purchase documents and must be familiar with the various processes and procedures associated with the use of Financial Information System of California (FI\$CAL) and other means of purchasing commodities and services. *Track all shop purchases, process and issue all purchase documents including Purchase Orders, Material Requisition or Transfers (MRT), supply orders, and purchase estimates. *Process and reconcile monthly procurement documents relating to California Procurement Card (P-Card) expenditures.		
5%	*Records and stores appropriately, all annual safety inspections and fire pump testing documentation. *Maintains file systems (paper and/or electronic) with related maintenance, repair, inspection, testing and purchase records on all mobile equipment in CAL FIRE control. *Performs maintenance and housekeeping of shop facilities, i.e., tools, equipment and assigned vehicle. 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. *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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Job qualifications and/or conditions of employment: May be subject to working nights, weekends, or holidays in support of emergency incidents, including travel throughout the State. Incumbent is required to obtain a valid California Department of Motor Vehicles (DMV) Class A or B Commercial Driver License (CDL) with passenger (P) and tank (N) endorsements, and no restrictions for air brakes or standard transmission by the end of the 6-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.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
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