



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Heavy Equipment Mechanic	549-681-6834-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Heavy Equipment Mechanic	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Altamont Sector	Carnegie State Vehicular Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Altamont Sector Park Maintenance Chief I (PMC I), the Heavy Equipment Mechanic (HEM) is responsible for the maintenance and repairs of the Mobile Equipment Fleet assigned to the Altamont Sector including Carnegie State Vehicular Recreation Area (SVRA), Bethany Reservoir State Recreation Area (SRA), Alameda Telsa Property and the Diablo Range District Office. The HEM will keep maintenance and repair records of the Mobile Equipment Fleet for Altamont Sector. The HEM may act as lead person when working with Mechanic's Helpers, Laborers, Senior Maintenance Aides, Maintenance Aides or any other staff members assigned to assist with HEM related duties. The HEM position is a uniformed position, and the uniform shall be worn according to State Parks' Policy. The reporting location for the HEM is the Carnegie SVRA Maintenance Shop. The HEM may also be required to assist with Heavy Equipment Mechanic functions as needed throughout the District and therefore may be required to work at other locations throughout the District as assigned, based on operational need. Schedule will be Monday to Thursday from 7:00AM - 5:30PM. Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability and compliance (TAC) goals are met.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	FLEET MAINTENANCE AND REPAIRS Performs periodic scheduled and non-scheduled maintenance and repair work on all Mobile Equipment assigned to Altamont Sector and Diablo Range District Office. Sets up and carries out preventative maintenance. Performs scheduled and unscheduled minor and major repairs to all motorized and non-motorized equipment assigned to the Carnegie SVRA and Diablo Range District Office. As directed, functions as the liaison with the automotive inspectors from Fleet Administration. Makes recommendations for equipment modifications. Performs necessary tests and any subsequent repairs to vehicles and equipment computer systems. Performs pre-smog tests on all vehicles requiring smog testing and corrects any deficiencies before sending the unit out for a smog certification.	

20%	ADMINISTRATION Maintains inventory of parts and supplies necessary to perform maintenance and routine repairs to Altamont Sector and Diablo Range District Office fleet. Makes necessary purchases for the efficient operation of equipment management functions. Obtains price quotes from vendors relative to parts acquisition. Utilizes P-Card and other procurement methods for purchasing and shall follow all guidelines and rules regarding purchasing. Completes P-Card transactions using the district's Power BI program. Completes monthly fuel statements via DocuSign. Follows District and Departmental policies. Performs monthly vehicle and equipment inspections and maintains vehicle logs in accordance with the DPR equipment management program and the California Highway Patrol Preventive Maintenance Inspection Guide for Motor Carriers including the Basic Inspection of Terminals (BIT) program. Completes all paperwork timely and accurately.
20%	FLEET MAINTENANCE INSPECTIONS Performs scheduled and non-scheduled inspections of Altamont Sector and Diablo Range District Office Mobile Equipment. Is responsible for the Bi-Annual Terminal program for Altamont Sector and Diablo Range District Office including all files and inspections needed to maintain continued compliance with the provisions of the BIT program. Road tests equipment and/or field tests equipment as required to ensure all equipment is in safe working order.
15%	SAFETY Utilizes personal protective equipment such as, but not limited to, masks for respiratory protection; ear protection for when loud tools are being used; eye protection for work underneath the vehicle or with components that may endanger the sight; and gloves to protect the hands when handling chemicals or automotive parts. Keeps a clean and safe work environment free of trip and slip hazards, objects, and materials. All tools and equipment shall be stored and cleaned properly when not in use. Adheres to all safety signs as required to be posted in the shop area. Works with county regulators and reports to California Environmental Reporting System (CERS) annually. Attends and participates in required tailgate safety meetings.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attends staff meetings and trainings and prepares administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Working outdoors in various types of weather sometimes on steep or uneven ground, as required for field repairs. Working in a shop environment around tools and chemicals such as high-speed grinders, welders, saws, torches, solvents, etc. Working in an office environment with long periods of sitting using a computer.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required. Ability to stand, stoop, bend while lifting tools and parts required for the repair and maintenance of Mobile Equipment.	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE