



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Heavy Equipment Mechanic	549-554-6834-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	Heavy Equipment Mechanic	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development Program	Oceano Dunes Auto Shop	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Park Maintenance Supervisor
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Heavy Equipment Mechanic (HEM) works under the direction of the Park Maintenance Supervisor. The reporting location for this position is the Oceano Dunes Auto Shop located in Oceano, CA. The HEM will work collaboratively alongside another full-time HEM to manage, construct, repair and maintain automotive and heavy maintenance and construction equipment fleet for the district. Oceano Dunes District is a high use park, which attracts over 2 million visitors annually and due to the nature of the park use, there is an exceptionally high need for automotive maintenance operations oversight. This position is expected to consult and collaborate with all District programs/disciplines as it relates to vehicle repairs and maintenance. The schedule for this position is Monday-Friday, 7:00am-3:30pm (subject to change based on operational need). 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. The reporting location is 900 Pacific Blvd, Oceano, CA 93445.		
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	
30%	Equipment Maintenance Inspect all vehicles and equipment assigned to the district and diagnoses and determines the extent of necessary repairs and the corrective action necessary. Maintain and repair automobiles, trucks, tractors, graders, pumps, air compressors, diesel and gasoline engines. Drive/operate heavy equipment, two and four-wheel drive vehicles, and all-terrain vehicles to be able to diagnose mechanical problems. Construct new special equipment or modify existing equipment. Install, or repair, special equipment as needed. Operate and maintain tools and machinery used in the repair and maintenance of heavy equipment. Advise in the selection of parts and equipment. Perform minor welding and brazing work. Ensure the department is represented factually, accurately, in a professional manner in contacts with the public and other agencies.	
25%	Equipment Management Manage and maintain the district's shared auto shop calendar, ensuring accurate and up-to-date status information for all vehicles. Identify and recommend improvements to vehicle-status communication so users can easily determine availability, anticipated return-to-service timelines, and upcoming preventative maintenance requirements. Complete all repairs to equipment within	

	fleet authorizations and deadlines. Work with Department of General Services (DGS) fleet auto inspector to be compliant with all regulations. Work with the PMC III and the PMS on the district's Schedule-9 plan for replacement vehicles and equipment. Maintain completed files on all of the district's fleet. Maintain tools and equipment in an orderly, clean, and safe condition. Maintains a clean and safe work environment. Participates in department training, in-service and out-service, as assigned and approved. May instruct District employees in the safe operation of 4-wheel drive and all-terrain vehicles.
20%	Administration Maintain an organized inventory and asset management system for all supplies, tools, materials, and parts. Manage purchasing activities, including obtaining bids, maintaining documentation, and completing reconciliations in a timely manner. Collaborate with District administrative staff to coordinate purchasing and contracting processes. Hold and utilize a Cal-Card/P-Card for rapid procurement of parts needed for vehicle repairs and complete all required card-holder and purchasing training. Prepare reports, correspondence, and other documentation related to administrative duties. Read and apply relevant manuals, policies, directives, and orders. Research and prepare additional reports as assigned. Complete timesheets accurately, neatly, and on time, and assist in training seasonal staff to do the same. Maintain cooperative and professional working relationships with the public, coworkers, and managers.
20%	Safety Attend tailgate safety meetings. Wear appropriate safety equipment and ensure others do the same when working together. Maintain assigned work areas and tools in a safe, organized, and clean condition. Dispose of waste materials in accordance with Federal, State, and local regulations. Identify, isolate, and correct hazards to staff or the public immediately. Report all injuries, including minor ones, to the on-duty supervisor as soon as possible and complete required documentation. Assist staff in securing traffic and public access during accident or medical-response emergencies. Attend required training, refresher courses, licensing, and testing as mandated by DPR and the upward mobility plan. Ensure cleaners, solvents, petrochemicals, and other chemicals are used and stored properly in compliance with Hazard Communication Standard (HCS) requirements. Comply with the Injury and Illness Prevention Program (IIPP).
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Work occurs in both indoor and outdoor settings and may involve moderate exposure to environmental elements such as extreme temperatures, varying elevations, dirt, dust, fumes, unpleasant odors, and loud noises. Duties may be performed in a wide range of climatic environments, including deserts, coastal areas, forests, and mountainous regions, with potential exposure to severe weather and traffic conditions. The position requires periods of sitting in a standard seated position, both in vehicles and in an office environment. Daily work includes frequent use of a personal computer and various office software applications. The role may also involve occasional exposure to confrontational or aggressive visitors.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a valid California Class A or B driver license.	

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



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TELEWORK DESIGNATION:	
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SPECIAL REQUIREMENTS:	
Requires a valid California Class C driver license.	

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