

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Maintenance Mechanic	
		Division and/or Subdivision Technical Services	
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 Maintenance Mechanic	
		Position Number 541-025-6940-001	
		Effective Date September 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under general direction of the Technical Services Supervisor Building Trades, the incumbent performs a wide variety of skilled tasks related to construction, maintenance, alterations, repair of new and existing buildings, and related utility systems; ensuring that buildings and mechanical systems are in safe working order. Duties include but are not limited to: *Perform minor building construction, inspection, repair, and maintenance assignments. *This may include, but is not limited to rough carpentry, finish carpentry, roofing, concrete formwork, concrete installation and finishing, drywall repair and installation, painting, tile work, and flooring, while following all requirements set forth by CALFIRE, State Fire Marshal, California Building Code, and OSHA.		
30%	*Inspect, install, repair, maintain mechanical systems, duct work, water and gas plumbing systems, sewer, drain, and vent systems.		
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: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ 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.

15%

*Assist in planning and setting goals for projects, obtaining materials, and ensuring appropriate completion of projects. *Read, interpret, and work from plans, drawings, and specifications. *Prepare cost estimates, and requisitions for materials and supplies according to plans and specifications. *Record all purchases, project work, and prepare reports as necessary. *Effectively communicate verbally and in writing. *Ensure compliance with all safety standards and practices. *Inspect progress on jobs for code compliance, quality control, and general adherence to industry standards, approved project plans, and specifications.

10%

*Perform electrical maintenance and repair work. Maintain a working knowledge of proper safety measures to complete electrical work.

5%

*Safely drive assigned State vehicle to jobsite. *Responsible for safe operation and maintenance of construction tools, vehicles, and heavy equipment, while keeping them clean to ensure compliance with safety rules and reporting requirements.

5%

Perform other job-related duties as assigned.

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Job qualifications and/or conditions of employment: Must have a valid Class C California Driver's License to drive State vehicle. The incumbent is required to wear respiratory protection equipment. 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 tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending, and lifting over 50 pounds; and the pace of work is typically set by the emergency situation.

"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