

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Heavy Equipment Mechanic</u>	
		Division and/or Subdivision <u>Tuolumne~Calaveras Unit</u>	
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 <u>Altaville</u>	
		Class Title of Position <u>Heavy Equipment Mechanic</u>	
		Position Number <u>541-431-6834-002</u>	
		Effective Date <u>09/01/2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the supervision of the Unit Forestry Equipment Manager I, the Heavy Equipment Mechanic constructs, repairs and maintains automotive, heavy maintenance and construction equipment including fire apparatus and may instruct, lead or direct the work of apprentices, helpers, assistants or other employees, and to do other related work. Duties include but are not limited to: *Maintenance and repair of CAL FIRE mobile equipment including Emergency Crew Transports (ECT), dozers, excavators, skid steers, Crew Carrying Vehicles (CCV), fire engines, trucks, automobiles, and utility vehicles. *Maintain and repair all miscellaneous equipment such as generators, trailers, pumps, air compressors, diesel and gasoline engines, and similar equipment. *Construct new equipment and/or modify existing equipment, including body frames, running gear and accessories. *Operate and maintain tools and machinery used in the repair and maintenance of mobile equipment.		
25%	*Instruct and lead or direct the work of others and maintain various records and reports.		
10%	*Perform inspection of mobile equipment mandated by policy and state law. *Complete required documentation.		
10%	*Support the Forestry Equipment Manager 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 within required timeframes.		
*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: Incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, CAL/OSHA requires incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends, or holidays in support of emergency incidents including travel. Upon appointment or within six months of appointment, incumbent is required to possess a valid California Department of Motor Vehicles (DMV) Class B Commercial Driver License (CDL) with passenger (P) and tank (N) endorsements, and no restrictions for air brakes or standard transmission.			
"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 _____	

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.

5%

*Instruct personnel in the proper operation and maintenance of equipment.

5%

*Special assignments as necessary including emergency incident response, the support of fleet and equipment operations, and/or fixed facility maintenance.

5%

Other duties as required

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Employee Signature

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Supervisor Signature

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