

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 (R2334)</u>	
		Division and/or Subdivision <u>Nevada-Yuba-Placer 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>Nevada City</u>	
		Class Title of Position <u>Heavy Equipment Mechanic</u>	
		Position Number <u>541-216-6834-501</u>	
		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.		
40%	<u>The Heavy Equipment Mechanic (HEM) works under the direction of the Nevada-Yuba-Placer Unit's (NEU) Forestry Equipment Manager I (FEM I). The position is located at the Nevada City Shop; however, field repairs and inspections will be required throughout the Unit. The HEM may be required to work around incarcerated individuals at Conservation Camps, Auburn Shop, and other locations.</u> <u>MOBILE EQUIPMENT MAINTENANCE</u> <u>*Maintains and repairs vehicles for NEU including fire engines, aerial apparatus, water tenders, support and command vehicles, as well as assist other Unit HEMs in maintaining the NEU fleet. *These vehicles must be maintained in compliance with Department of Transportation (DOT) and California Highway Patrol (CHP) laws, and California Department of Forestry and Fire Protection (CAL FIRE) Mobile Equipment Policy and Procedures. *Per Vehicle Code Section 1232, the HEM performs periodic, preventive maintenance inspections; including but not limited to: brake components, adjustments, system leaks and testing; two-way check valve in dual air system; draining and recharging primary and secondary air reservoirs; all tank mounting brackets and frame rails; assess and repair engine belts and hoses, tires, wheels, steering, suspension; and evaluate the overall safety of vehicles.</u>		
25%	<u>FIELD TYPE REPAIRS</u> <u>*Repairs equipment at various locations throughout the Unit. *Mechanical repairs and inspection intervals will be maintained and recorded. *When dispatched by the Grass Valley Interagency Emergency Command Center, the HEM must be available for emergency response. *The HEM may be required to respond to emergency incidents anywhere in the State to repair and maintain mobile equipment. *Mechanical duties involve diagnosis and maintenance on diesel and gasoline engines.</u> <u>*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.</u>		
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: <u>Incumbent is required to possess or obtain a Class A or B Commercial License with Tank (N) and Passenger (P) endorsements and no restriction for air brakes or standard transmission by the end of the 6-month probationary period as a condition of employment. Must successfully pass a pre-employment medical evaluation, drug pre-screen test, and be enrolled in the Federal Department of Transportation Random Pull Program. May be required to work nights, weekends, and holidays to complete duties.</u>			
"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 _____			

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

PROCUREMENT AND RECORD KEEPING

*Makes purchases, as needed, keeps inventory of small parts and materials, etc. Following CAL FIRE Policies and Procedures, the HEM prepares estimates on parts purchasing over \$100 as well as parts and labor over \$1,000. Completes purchase order pay documents to support the mobile equipment repairs for NEU vehicles. Prepares and completes Shop Work Orders as required to properly report work performed. Completes Faulty Equipment Reports, compliance inspections, and other detailed reports as necessary. *Completes monthly Procurement Card (P-Card) purchasing documents for reconciliation. *Reconciles parts after an incident and inputs information into a computer database. *Provides technical direction and guidance to other personnel performing preventive maintenance.

15%

TRAINING

Receives specialized training in fire apparatus repair and maintenance as required to become proficient in this position. *Assists in presenting training to fire control personnel on apparatus care and maintenance. *Maintain mechanical skills through competency training related to CAL FIRE Mobile Equipment Repair that is available. *Utilize diagnostic software and computer to properly diagnose equipment.

5%

Other duties as assigned.

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, the California Occupational Safety and Health Administration (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.

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"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