

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Heavy Equipment Mechanic	
		Division and/or Subdivision Amador El Dorado Unit	
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 Growlersburg Camp, Georgetown, CA	
		Class Title of Position Heavy Equipment Mechanic (Correctional Facility)	
		Position Number 542-435-6826-001	
		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.		
35%	Under direction of the Amador El Dorado Unit North Division Chief, the Heavy Equipment Mechanic is responsible for the following duties: *Inspects equipment to locate and determine the extent of necessary repairs and the corrective action necessary; *maintains and repairs automobiles, trucks, tractors, graders, pumps, air compressors, electric generators, diesel and gasoline engines, and similar equipment; *maintains California Department of Corrections and Rehabilitation (CDCR) vehicles as needed per Memorandum of Understanding (MOU) between CDCR and the California Department of Forestry and Fire Protection (CAL FIRE) Growlersburg Conservation Camp. *Constructs new special equipment or modifies existing equipment including body frames and running gear; *makes installation of/repairs to special equipment; *operates and maintains tools, instruments and machines used in the repair, testing and maintenance of light vehicles, fire engines, and construction equipment; *performs minor welding and brazing work.		
20%	*Inspects all mobile equipment and reports discrepancies or malfunctioning equipment; *maintains the automotive shop and assigned equipment in an orderly and safe working condition; *performs tailgate safety meeting at least weekly and Safety Data Sheet (SDS) training as necessary. *Maintains individual training and safety records for all inmates assigned to the automotive shop, metal shop, and gas house; *provides accurate information to complete all accident, injury, and/or exposure reports; *maintains current drivers log as required by CAL FIRE policy; *reviews, understands, and signs Camp Operational Guidelines for the camp; *reviews and understands Injury and Illness Prevention Program (IIPP) and SDS manuals within the camp including their locations.		
*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: See page 3			
"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% *Maintains and operates State vehicles in a safe, legal, and courteous manner at all times; *obeys traffic laws and due regard for the public while operating vehicles; *possess the appropriate license and training for the vehicle being operated; keeps assigned vehicle clean and response ready. *Maintains accountability for all property assigned to an individual or crew; *maintains, trains, secures, and safely operates all equipment and assigned property; *submits CAL FIRE specific documentation for the misuse of State property.
- 15% *Effectively works with cooperating agencies; *maintains relationship with CDCR staff during the performance of duties; maintains a cooperative relationship with peers; *demonstrates knowledge of and compliance with policies and procedures of cooperating agencies.; maintains a respectful attitude with inmates assigned to the work program.
- 10% *Operates and maintains specialized apparatus and equipment assigned to the camp based on program responsibility and where training has occurred i.e. Front-End Loader, Dump Truck, Snowplow, Forklift, Golf Cart, Transport, Fire Engine, Emergency Crew Transport, Light Utility Vehicles. Operates and maintains a Mobile Kitchen Unit and/or Food Dispensing Unit to provide hot, prepared meals that conform with industry standards for health and safety. Understands Kitchen Manager duties; plans for logistical needs to provide support to a Mobile Kitchen Unit.
- 5% Other duties as required.

*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: [See page 3.](#)

"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.

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, 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.

Positions located at a Camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act. Compliance is determined by completing a Live Scan prior to appointment and during the course of employment to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met.

*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 obtain a Class A or B Commercial Driver's License with Tank (N) and Passenger (P) endorsement and no restrictions for air brakes or standard transmission by the end of the six (6) month probationary period as a condition of employment. May be subject to working nights, weekends and holidays.**

"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