State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Division	Heavy Equipment Mechanic	549-252-6834-003
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Great Basin District	Heavy Equipment Mechanic	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Hungry Valley Sector	Hungry Valley SVRA	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief I

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

This position reports to and works under the direction of the Park Maintenance Chief I. The reporting location for this position is the Auto Shop located at 46001 Orwin Way, Gorman. The work schedule for this position is Monday through Thursday, 6:00 am to 4:30 pm. (Subject to change on operational need). This position requires a DMV Class C Driver's License (Desirable Class A). This position requires physical agility and capability to carry out various tasks assigned to the automotive and Heavy Equipment function. This position may be required to work with classifications outside of the maintenance series. This position may act as Lead Person when working with Mechanic's Helper, Park Maintenance Assistants (PMA), Laborers, and Maintenance Aides. This position is a uniformed classification and is required to maintain an appearance conforming to Department standards.

Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and help ensure program transparency, accountability, and compliance (TAC) goals are met.

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
35%	**Fleet Maintenance Repairs** Performs periodic scheduled and non-scheduled maintenance and repair work on all District equipment. Diagnose and repair all OHV equipment such as dirt bikes, ATV, ROV, Automotive fleet and Heavy equipment. Sets up and carries out preventative maintenance. Performs minor and major repairs to all motorized and non-motorized equipment assigned to the District. Serves as a liaison with Department of General Services (DGS) Fleet Administration automotive inspectors, as directed, and maintains positive working relationships. Works with the Park Maintenance Chief I and makes recommendations for fleet and equipment replacement (Schedule 9). Performs necessary tests and any subsequent repairs to vehicles and equipment. Perform pre-smog tests on all vehicles requiring smog testing and correct any deficiencies before sending the unit out for a smog certification. Operates pneumatic, electric power tools and welding equipment in a safe manner.
20%	**Parts Inventory and Purchasing** Maintains inventory of parts, supplies and tools necessary to perform maintenance and routine repairs to District equipment. Exercises sound judgment when making necessary purchases to

	support efficient equipment management operations. Obtains price quotes and bids from vendors relative to parts acquisition and out-of-District repairs. Maintains and utilizes P-Card (VISA) and other procurement methods for purchases for parts and repairs of Fleet vehicles and Heavy Equipment.
20%	**Fleet Maintenance Inspections** Performs periodically scheduled and non-scheduled inspections of District Fleet and Equipment. Administers the California Highway Patrol (CHP) Biennial Inspection of Terminals (BIT) Program for the District, maintaining required records and coordinating inspections to ensure continued compliance with program requirements. Road tests vehicles and equipment and field test heavy equipment ensuring all vehicle and equipment repairs are in safe working order.
20%	**Safety and Auto Shop Operations** Utilize personal protective equipment such as but not limited to; mask for respiratory protection, ear protection, for when loud tools are being used; eye protection, for work underneath the vehicle or with components that may endanger the sight; and gloves, to protect the hands when handling chemicals or automotive parts to ensure all safety protocols are met. Attend weekly tailgate safety meetings and comply with the Injury and Illness Prevention Program (IIPP). Maintains a clean and safe shop environment by identifying and addressing any tripping, spill, and overhead hazards. Safely operates vehicle lifts and lifting equipment in accordance with established safety protocols. Ensure proper storage and disposal of shop supplies, including oils, chemicals, rags, and aerosol cans, in compliance with Spill Prevention, Control, and Countermeasure (SPCC) requirements.

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 environment may have moderate exposure to unusual elements, such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. Occasional to frequent work outside of office, in a field environment. May be exposed to extreme inclement weather and traffic conditions. Operate and navigate 4x4 vehicles, ATVs, ROVs or motorcycles in remote park locations. Walking or hiking into remote areas of parks with a wide range of terrain.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required.

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