CURRENT

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16)

Working Title of Position
STATIONARY ENGINEER

Division and/or Subdivision
SOUTHERN REGION - RIVERSIDE

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
PERRIS

Class Title of Position
STATIONARY ENGINEER

Position Number
542-330-6712-002

Effective Date
March 01, 2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general direction by the Camp Division Chief, the Stationary Engineer works independently at the professional level performing a variety of skilled work in the installation, operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other systems normally found in various Department of Forestry and Fire Protection (CAL FIRE) buildings, structures and support facilities. DUTIES
45%	*Installs, operates and maintains boilers, heating, air conditioning, ventilating, lighting, power, water, water treatment, waste water and other mechanical systems in state buildings and structures. *Repairs and maintains single-phase and multi-phase electrical circuits up to 500 volts. *Repairs and maintains electrical transformers, motors, controls, calibrates control systems for air conditioning, refrigeration, heating and ventilation systems. *Purchases materials, tools, and equipment following state purchasing regulations and policies. *Works with and assist other trades and contractors when needed. * Makes safety plans and conduct tailgate safety meetings. * Maintains assigned tools/equipment and keeps shop area organized and stocked with supplies. *Inspects CAL FIRE's physical structure improvements from the standpoint of maintenance and safety requirements. *Assures compliance of buildings and facilities with the applicable Industrial Safety codes.
20%	*Supervises two or more inmates conducting camp maintenance. *Provides training, daily supervision and instruction in the maintenance of water and/or boilers, interior/exterior painting, laundry and culinary equipment, electrical and mechanical systems. *Assumes custody of incarcerated individuals assigned to facility maintenance.
	*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: The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Will be subject to working nights, weekends and holidays. Will be subject to extensive travel throughout California.

"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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) - **PAGE 2**

Working Title of Position
STATIONARY ENGINEER

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Interprets, reads, understands and works from blueprints. *Review plans and specifications. *Provides project sketches and material take-off as needed. *Aids in preparation of outlay and maintenance estimates for buildings, structures, and other infrastructure related projects. *Analyzes equipment and material needs and recommends project priorities. *Develops bills of materials and produces material cost estimates from working drawings. *Prepares requisitions for specialized construction material items. *Estimates project labor and material costs.
10%	*Prepares project specifications and bidding documents. *Contacts prospective bidders. *Prepares bid packages and summaries necessary for contract awards. *Inspects contract work against contract requirements. *Approves payments to contractors upon satisfactory contractor compliance with contract requirements.
5%	*Remains current and applies working knowledge of Uniform Building Code, Uniform Plumbing Code, National Electrical Code, Uniform Mechanical Code. Safe Drinking Water Act and State Regulations.
5%	Other duties as required of assigned.

*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.

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Job qualifications and/or conditions of employment: Desired Licenses to obtain and maintain: Waste Water Operator, Water Distribution Operator, Water Treatment Operator, Refrigerant License, Fire Alarms Technician, and Backflow Prevention Assembly Tester and Repair.

"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