

CLASSIFICATION: FORESTRY AND FIRE MAINTENANCE MECHANIC

Class Code: 4560-14

Date Established: 07-01-59

Occupational Code: 5-2-3

Date of Last Revision: 10-06-14

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform maintenance and repair on buildings and mechanical equipment, to include forest fire suppression equipment, to operate fire equipment as needed, and to provide basic warehouse inventory functions for the Department of Resources and Economic Development, Division of Forests and Lands.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs carpentry work and semi-skilled construction duties in the maintenance and repair of agency facilities.
- Provides general maintenance duties of facilities, such as cleaning, trash removal, snow removal, and maintenance of physical plant. Repairs and sharpens hand and power tools, to include portable fire pumps and chainsaws.
- Performs basic vehicle maintenance.
- Prepares a variety of reports concerning warehouse operations and assists in developing solutions for problem areas.
- Maintains inventory control records on warehouse items stored in warehouse and makes recommendations on proper stock levels.
- Prepares requisitions for supplies and materials.
- Maintains forest fire suppression supply cache and equipment in fire ready status in the event of wildland fire occurrence; operates fire equipment to extinguish fires as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require immediate verification and correction in order to complete succeeding work operations.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent and completion of an apprenticeship in one of the skilled trades.

Experience: Two years' experience in general building repair or maintenance. Preference will be given to qualifying applicants who also possess experience in firefighting. Two additional years of approved work experience may be substituted for the required apprenticeship in one of the skilled trades.

License/Certification: Commercial Driver's License if necessary for the performance of job duties, as listed on the proposed supplemental job description. Any additional license/certification or vehicle operation requirements must be listed on the supplemental job description and approved by the Division of Personnel prior to posting.

SPECIAL REQUIREMENTS:

1. Must be at least 21 years of age on the date indicated on the job announcement.
2. Must have completed National Wildland Coordinating Group Firefighter II training prior to hire.
3. All candidates will be required to submit to and pass a physical fitness test annually, as a condition of continued employment.
4. A thorough background investigation and reference check will be made before appointment. Candidates who do not have a conviction-free record of serious offenses will be ineligible for appointment.
5. Any additional special requirements must be listed on the supplemental job description and approved by the Division of Personnel prior to posting.

RECOMMENDED WORK TRAITS: General knowledge of the methods and tools used in maintenance and repair work. Knowledge of one or more of the building trades. Knowledge of woodland fire fighting methods and procedures. Knowledge of occupational hazards and safety precautions. Knowledge of warehousing, inventory, purchasing, and stock control methods and procedures. Skill in the use of tools and equipment used in the work. Ability to understand and carry out orders. Ability to maintain woodland fire tools and equipment. Ability to perform vehicle maintenance. Ability to work with other departmental personnel concerned with repair or new construction. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.