

	POLICY - ADMIN 124.1 (2.1.52) JOB DESCRIPTION <i>Fleet Mechanic</i>		
	Approved By: <i>Matt Coonan</i>	Original Policy Date: 08.03.24	Revision Date: 06.24.24
Supersedes: Mechanic Job Description	See Also:		

SUMMARY

This is a full-time, non-exempt position reporting to and working with, and/or, independently under the direct supervision of the Fleet Manager. The position encompasses a variety of duties and responsibilities that ensure that the work being completed supports the operational readiness of the Department.

As directed, the Fleet Mechanic shall be responsible for maintaining and making necessary repairs to the various vehicles in the fleet and associated Department equipment. A high level of working knowledge of vehicle systems is required. The central purpose of this position is to ensure that the Department’s apparatus and equipment receive the necessary care, repair, and maintenance to protect and extend the useful life and service of these capital assets.

This is a non-uniform position represented by the International Association of Fire Fighters (IAFF) Local 1760.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities may include, but are not limited to, the following.

- Have knowledge of and be skilled in all aspects of preventive maintenance and repair of: hybrid, gasoline, and diesel engine drivetrains; emissions control systems; advanced electrical and on-board computers; steering and suspension components; hydraulic and air brake systems; fire pumps and plumbing; foam systems; hydraulic systems; aerial apparatus; and standby generator systems.
- Perform maintenance, repair, and annual testing of: fire apparatus, fire pumps, and aerial apparatus.
- Perform maintenance and repair of: aid cars and medic units; staff and support vehicles; watercraft; trailers; and standby generators.
- Perform troubleshooting, maintenance, and repairs of emergency warning systems and equipment.
- Perform troubleshooting, maintenance, and repairs of communication equipment.
- Schedule and accomplish maintenance, and repairs in a timely manner, using such approved assistance from other mechanics or fire department personnel, as needed.
- Maintain complete and explicit records of all vehicle maintenance and repairs, using the system provided.
- Upon request, perform emergency repairs as necessary, outside of normal working hours.
- Maintain a safe, neat, and organized work area.
- Perform assigned duties under the direction of the Fleet Manager or their delegate, and be able to work with limited supervision.
- Perform other duties on permanent or temporary assignments, at the direction of the Fleet Manager or their delegate.

QUALIFICATION REQUIREMENTS

Knowledge, Skills, and Abilities

- Knowledge of the tools, materials, methods, and procedures used to maintain and repair Department vehicles and apparatus.
- Ability to use maintenance and repair manuals as provided by the manufacturer or supplier.
- Ability to perform gas and electric arc welding.
- Proficient in the use of all tools of the trade.
- Conduct annual pump tests and certification, maintaining required records in accordance with established systems.
- Provide all needed hand tools to perform assigned tasks. Personally owned tools will be replaced by Department if damaged or broken. Both personal and Department-owned tools shall be secured and an inventory maintained.
- Schedule and perform periodic preventative maintenance inspections, service, replacement, and repairs as needed to ensure operational readiness in assigned areas of responsibility.
- Use diagnostic and trouble-shooting techniques to determine cause of failures and what repairs are required.
- Oversee or complete performance, acceptance, and maintenance testing of vehicles, equipment, and facilities to ensure compliance with specifications, standards, and applicable laws.
- Maintain parts and supplies inventory for maintenance and repairs.
- Ability to meet physical demands of the job - (frequent lifting/moving up to 50 lbs., climbing, stooping, kneeling, seeing, grasping, hearing, etc.).
- Communicate and work effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.
- Excellent interpersonal skills including the ability to effectively communicate to build and maintain effective team relationships with employees, the public and diverse populations.
- Ability to maintain and project a calm, informational and persuasive demeanor in stressful situations.

Mechanical Skills/Ability

- Proficient at operating shop equipment such as but not limited to vehicle lifting equipment, vehicle tire service equipment, vehicle diagnostic tools and programs, welding and fabrication equipment, and other equipment associated with vehicle maintenance shops.
- Able to troubleshoot problems by doing systematic fault isolation, and determining root cause of failures.
- Understanding low-voltage wiring operations, 12 VDC wiring, storage and charging systems and 120/208 VAC three phase light commercial power systems.

Operate Computer Programs to Perform Daily Duties

- Help to create and maintain fleet records of work performed for vehicles and equipment.
- Use Department computer system to create messages, reports and responses to e-mails.
- Use Department computer system to access the internet to conduct research as it relates to maintenance activities.

Maintain Training and Knowledge Commensurate with Duties

- Periodically attend classes or seminars to maintain and improve skills in assigned areas of responsibility.
- Complete required training for continuing education requirements to maintain or acquire certifications.

Actively Manage All Tasks Assigned with Other Department Personnel

- May assist in coordinating with Battalion Chiefs on day-to-day vehicle and equipment, maintenance activities to efficiently achieve the goals of the Department.
- Provide guidance to Department personnel on proper operation and maintenance of vehicles and equipment to reduce breakdowns, undue wear, and premature mechanical failure.
- Support other divisions to achieve Department goals.
- Perform related work as assigned.

Personal Attributes

- Be honest and trustworthy.
- Be respectful, professional, and courteous.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Possess sound work ethics.
- Enjoy working continuously in a team setting.

Education and/or Experience

- High School Diploma or General Education Degree (GED) equivalent.
- Associate's degree or other equivalent training in heavy truck or automotive repair.
- Minimum two (2) years full-time experience as a heavy truck or automotive mechanic.
- Basic computers skills, including word processing, spreadsheets, internet and maintenance software.
- At the Fire Chief's discretion, any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Certificates, Licenses, Registrations - Required

- Valid Washington State Driver's License.
- Upon employment, and while employed, must hold and continuously maintain, a valid Washington State Driver's License.
- Must be insurable under the Department's existing vehicle and umbrella liability insurance carrier and Washington State law.
- Must possess or obtain Class A CDL within the first year of employment.
- Employee shall have or obtain within the first 12 months of employment a Level I, EVT certification on the Fire Apparatus track (F-series). Details can be found at (www.evtcc.org).
- Employee shall have or obtain within the first 24 months of employment a Level II, EVT certification on the Fire Apparatus track (F-series).
- Employee shall have or obtain within the first 36 months of employment a Level III (Master), EVT certification on the Fire Apparatus track (F series).
- Once the employee attains the certifications detailed above they will advance in the salary matrix under "Fire Mechanic" as appropriate.

Highly Desired

- Working knowledge of NFPA standards for maintenance and inspection of fire apparatus and vehicles.
- Experience developing and maintaining a comprehensive preventative maintenance program.
- Achievement of Level III (Master) Ambulance (E-series) EVT certification.
- Achievement of ASE Master Automobile & Light Truck Technician certification.
- Achievement of ASE Master Medium-/Heavy Truck Technician certification.

Work Environment

- The employee regularly works both indoors as well as outside, in poor weather conditions, in wet and humid conditions, near fumes, airborne particles and toxic or caustic chemicals.
- The noise level in the work environment can be loud for prolonged periods.
- A vehicle is provided to the employee while at work and the employee must be able to operate it legally and safely.

The statements contained herein reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.