

## POSITION DESCRIPTION

**TITLE:** Fire Truck Mechanic 1                      **LAST UPDATED:** July 27, 2010

**REPORTS TO:** Manager

---

**Summary:** Under the supervision of the Manager, performs repair and preventative maintenance work as a Fire Equipment Mechanic 1

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### **Essential Job Functions:**

- Keeps track of shop inventory and orders accordingly.
- Ensures shop cleanliness and maintenance on a regular basis.
- Processes and tracks repair orders.
- Makes repairs and performs routine and preventative maintenance on all vehicles and equipment, both in shop and on-site.
- Visually and manually checks fire and Emergency Medical Service (EMS) vehicles and equipment to diagnose problems.
- Performs road tests on vehicles in order to assure proper operating levels.
- Verifies that proper repairs are done on fire and EMS vehicles and equipment.
- Operates computer to document repair work and maintenance on a daily basis.
- Monitors communications to respond to off-site requests for assistance.
- Monitors and instructs accordingly all safety-related issues as related to the shop area or any location where maintenance is being performed.
- Available to perform emergency repair work after hours including nights, weekends, and holidays.

### **Other Important Duties:**

- Performs other duties as assigned.
- Conforms to applicable SOP's and policies.
- May be required to work overtime and be on-call.
- Regular and consistent attendance for the assigned work hours is essential.

### **Required Knowledge and Skills:**

- Reads and follows simple to complicated instructions, schematics, and other information contained in repair manuals for the diagnosis and repair of fire and EMS vehicles and equipment.
- Performs calculations and works with numbers to solve problems.
- Reads and understands reference books and complicated procedures and manuals.
- Ability to prioritize multiple work orders.
- Pays attention to detail while ensuring crews observe safety precautions.
- Knowledge of safety hazards and precautions.
- Appropriately records repairs and parts used.

**Preferred Education, Experience, and Certifications:**

- High School Diploma or GED and 2+ years mechanical repair and maintenance work or equivalent combination of education and experience.
- Must obtain Class B CDL Driver's License within three months of hire.
- ASE Mechanic certification preferred.
- Must obtain Emergency Vehicle Technician (EVT) certification within one year of hire.
- Must pass pre-employment drug screen, physical, physical agility, psychological evaluation, polygraph test, criminal background and MVR check

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an automotive repair shop and on construction sites.
- May be subject to bending, twisting, reaching, kneeling and lifting such as retrieving and replacing materials, supplies, and inventory, or when performing preventative maintenance and repair of vehicles and heavy equipment.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes common to automotive repair shops.
- Must be able to lift up to 50 pounds.

**Equipment and Tools Utilized:**

- Operates various emergency vehicles and equipment on an as-needed basis (for testing purposes).
- Operates computer, copy machine, fax machine, telephone and all shop-related equipment as needed.
- Operates volt ohmmeter, amp meter, pressure gauges, nozzle and valve repair kits, calibrating tools for engines, brakes, micrometers and dial calipers, welders, grinders, saws, drills, torch, brazing rod, precision gauges, inspection and diagnostic equipment, tachometers, AC pump/gauges