

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Master Fire Mechanic / Technician	FLSA: Non-Exempt
DIVISION:	Prevention/Support Services	
REPORTS TO:	Deputy Fire Chief/Fire Marshal	DATE: May 18, 2015

POSITION SUMMARY:

Responsible for providing complex and specialized diagnosis, maintenance and repair of District vehicles and equipment.

ESSENTIAL FUNCTIONS:

- Performs complex troubleshooting and diagnostic work on fire apparatus vehicles, automobiles, fire and related equipment; provides technical assistance to assigned staff.
- Diagnoses and repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring, switches, batteries, and radiators, thermostats and water pumps.
- Diagnoses and repairs to power transmission systems including such parts as clutches, standard transmissions, differential units, front and rear axles, gears, bearings, universal joints and hydraulic units; diagnoses and repairs and adjusts steering mechanisms and other controls.
- Road tests various vehicles; drives trucks or equipment as required; inspects vehicles in the shop and field; conducts inspections of outside vendors work.
- Diagnoses and performs electrical, hydraulic and other repairs in the field.
- Performs preventive maintenance work and inspections on fire equipment and vehicles.
- Reads and interprets manuals, drawings, and specifications; material and equipment and order parts required to complete assignments.
- Diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment.
- Observes safe work methods and utilizes safety equipment related to the work.
- Operates heavy equipment and drives Fire department vehicles, trucks and equipment as required.
- Maintains inventory of stock; requisitions parts and supplies as required.
- Uses and performs minor maintenance on hand, power and shop tools and test equipment related to the work.

- Coordinates and discusses warranty work with dealers and outside vendors; ensures that work is accomplished as required.
- Makes oral and written reports of work performed; completes forms and maintains accurate maintenance records using an automated fleet information system.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma or General Education Degree (GED); AND four (4) years of journey-level experience in the maintenance and repair of vehicles maintaining a variety of light , medium and heavy motorized equipment and/or heavy construction equipment; OR an equivalent combination of education, training and experience as determined by District Fire Chief.

Required Knowledge and Skills

Knowledge of:

- Methods, techniques, parts, tools and materials used in the maintenance and repair of gasoline and diesel-powered automobiles, fire vehicles, trucks, and fire equipment.
- Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
- Applicable regulations, rules and policies.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Record keeping practices.
- Basic computer applications related to the work.
- Job estimation; of internal repairs and external vendors repairs
- Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:

- Diagnosing and repairing a wide variety of diesel- and gasoline-powered vehicles and equipment.
- Estimating necessary materials and equipment to complete assignments.
- Preparing records and reports of work performed.
- Reading and interpreting manuals, specifications, drawings, written policies, procedures
- Solving a variety of practical problems and dealing with a variety of variable situations where only limited standard solutions exist.
- Interpreting a wide variety of instructions furnished in written and oral, diagram or schedule form.
- Using initiative and independent judgment within established procedural guidelines.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Safely using and maintaining a wide variety of hand/power tools and equipment related to the work.
- Making accurate arithmetic calculations.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class A driver's license or Nevada Class B.
- Must obtain Fork Lift Operator certification within six (6) months of date of employment.

Desired Certificates:

ASE Master Automotive Equipment Technician, Medium and Heavy Duty Truck Technician.

EVT Master Fire Apparatus and Master Ambulance Technician.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical vehicle shop setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 100 pounds of force; ability to stand, walk, crawl, kneel, stoop, balance, climb to height of 20 feet; work is subject to performance under adverse environmental conditions, traffic conditions, fumes, dust, noxious odors, intense noise, hazardous chemicals/solvents and electrical currents.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____