

## **1003.15**

### **MECHANIC 10-20-2022**

Mechanics are responsible for the care and maintenance of all District vehicles and apparatus. The mechanic shall work under the direct supervision of the Operations Deputy Chief.

#### **1003.15.1**

##### **DUTIES AND RESPONSIBILITIES**

- a. Develop, implement and evaluate all general maintenance and risk care management programs for the District vehicles and apparatus.
- b. Responsible for the proper operational condition of all District vehicles and apparatus.
- c. Performs preventive maintenance on all District vehicles and apparatus.
- d. Services District vehicles and apparatus when the mechanical breakdown occurs during mechanics regular hours and be subject to emergency recall for any mechanical breakdowns occurring during regular off hours.
- e. Maintains accurate and up-to-date records and logs relative to District vehicles and apparatus.
- f. Provides periodic reports as requested by the Operations Deputy Chief
- g. Performs additional duties as required by the Operations Deputy Chief or Chief.

The above list of duties is intended to be illustrative and not all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

#### **1003.15.2**

##### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- a. High school diploma or G.E.D. certificate supplemented by an Automotive Service Excellence (ASE) Medium/Heavy Duty Truck Technician certification.
- b. Have the ability to successfully achieve Emergency Vehicle Technician (EVT) Level 1 Ambulance Technician certification and Emergency Vehicle Technician (EVT) Level 1 Fire Apparatus Technician certification within 18 months of employment.
- c. Have the ability to successfully achieve EVT Master Level III Ambulance Technician certification and EVT Master Level III Fire Apparatus Technician certification within three years of employment
- d. Required to maintain throughout employment all levels of Emergency Vehicle Technician (EVT). Level 1, 2, & 3 Ambulance Technician certifications and Emergency Vehicle Technician (EVT) Level 1,2, &3 Fire Apparatus Technician certifications. In addition, Automotive Service Excellence (ASE) certifications covering (A4) Suspension and Steering, (A5) Brakes, (T4) Brakes, (T5) Suspension and Steering and (T8) Preventive Maintenance and Inspection will be maintained. Any other training is to be reviewed and approved by the Deputy Chief.

- e. Must be familiar and have knowledge with the current methods, tools and equipment used in the maintenance of automobiles and fire apparatus including fire engines, ladder trucks, ambulances, tenders and specialty response vehicles.
- f. Must have the ability to maintain a clean, well-organized, and OSHA compliant work area.
- g. Must be familiar and have knowledge with the principles of gasoline and diesel engines, brakes (both air and hydraulic), diagnostic equipment and hydraulics.
- h. Must have the ability to perform major and minor repairs on all fire apparatus and equipment such as engines, hydraulic and electrical systems, cooling and air conditioning systems, brakes, firefighting systems, pumps, nozzles, gauges, valves, generators and foam systems/components to assure they will perform under emergency conditions.
- i. Must have the ability to perform preventive maintenance on vehicles and equipment including fluid level checks, draining/replacing oil, cleans/replaces batteries and filters, removes/replaces belts, hoses, bulbs, lubricates and greases equipment, checks tire pressure, completes minor tire repair or replaces tires.
- j. Must have the ability to install, troubleshoot, and maintain radio and electronic equipment, including vehicle tracking systems.
- k. Must have the ability to prepare fire apparatus for and conduct the National Fire Protection Association (NFPA) annual pump tests.
- l. Must have the ability to make accurate estimates of repair times.
- m. Must be able to work independently and understand and carry out verbal and written instructions.
- n. Must be familiar with and have knowledge in basic computer use skills and have familiarity with computer software programs such as Microsoft Word, Excel and other programs.
- o. Must have the ability to maintain proper record keeping and prepare basic reports when requested.
- p. Must have the ability to perform moderate to heavy physical labor for extended periods of time.
- q. Must have the ability to respond promptly to call backs off hours including weekends and holidays.
- r. Must have the ability to establish and maintain effective working relationships with others in the course of work.
- s. Must have knowledge of District policies, procedures, rules and regulations.\
- t. Must possess own hand tools suitable for work performed