

## Job Title: Fire Apparatus Mechanic

Supervisor:

Incumbent(s):

### *Responsibility and Accountability*

<b>Functional responsibilities</b>	<b>Method of accountability</b>
1. Fire station and equipment	Feedback from supervisor and firefighters
2. Vehicle and building cleanliness	Feedback from firefighters and Fire Apparatus Technician
3. Fire Hydrant Maintenance	Audited by ISO

<b>Most important frequently occurring tasks</b>	<b>Percentage of total time consumed by this task</b>	<b>Purpose and desired outcome of the task</b>	<b>How often is this task performed (Daily, Weekly, Monthly)</b>
1. Mechanical and preventative maintenance of Fire Trucks	42%	Keep equipment fire ready	Daily
2. Maintenance of fire equipment, hose, etc.	15%	Keep equipment fire ready	Weekly
3. General cleaning of vehicles	10%	Protect equipment from wear and tear caused by dirty equipment. Present positive image of public's investment and departmental pride	Weekly
4. Building maintenance and general cleaning of buildings	20%	Provide a safe and clean working environment	Daily
5. Fire hydrant flow check and specifications, clean and paint	8%	ISO rating for city and county insurance, reliable fire safety water supply	Annually
6. Administrative support chiefs and captains	5%	Assist and facilitate communications and information flow	Daily
7. Total	100%		

**Public Safety**

<b>Tasks that impact public Safety and health</b>	<b>Please explain the purpose and desired outcome of the task</b>	<b>Frequency of the task (Daily, Weekly, Monthly, Annually)</b>
1. Mechanical and preventative maintenance of fire trucks	Keep trucks in proper working order	Daily
2. Maintenance of Fire equipment, hose, etc.	Keep equipment in proper working order	Daily
3. Fire extinguisher training schools and business	Teach people proper methods of using extinguishers	Monthly
4. Testing and flowing fire hydrants	Proper amount of water to fight fire	Annually
5. Maintenance and cleanliness of trucks	When it's clean and in complete working order, it will work better in fighting fires	Daily

**Customer Service**

**Direct customer contact (face to face)**

<b>Tasks</b>	<b>Purpose and desired outcome of the task</b>	<b>Frequency of the task (Daily, Weekly, Monthly, Annually)</b>
1. Fill fire extinguishers	Provide working fire extinguishers	Weekly
2. Training for fire extinguishers use	Provide fire extinguisher methods	Monthly
3. School presentations during fire safety week	Teach children about fire safety and smoke alarms	Annually
4. Deal with walk-in traffic requesting information about control burns and codes	Give proper, correct answers	Daily
5. Attend control burns	Ensure fire does not get out of control	Monthly

**Indirect customer contact (over the phone or by mail)**

<b>Tasks</b>	<b>Purpose and desired outcome of the task</b>	<b>Frequency of the task (Daily, Weekly, Monthly, Annually)</b>
1. Requests from public for information and burning requirements	Provide accurate information and directing of calls	Daily
2. Purchasing of supplies through vendors	Obtain proper equipment and supplies to complete jobs	Daily

**Knowledge, Experience, Education and Certification**

Knowledge: Diesel and automotive mechanics, some knowledge of plumbing, pipe fitting, welding and basic computer skills.

Experience: One-year heavy-duty maintenance experience and welding.

Education: Four-year journey mechanic, training in heavy-duty brakes, and air systems.

Certification: CDL

Recertification: Physical exam and subject to random drug testing

or

any equivalent combination of education and experience

**Leadership (management and supervision)**

Supervisor (name)	Title	Employees reporting to this supervisor
None		

Employee (name)	Title
None	

Leadworker to:	Title

**Performing Different Jobs**

Tasks performed outside of normal Job	Purpose and desired outcome of the task	Percentage of total time consumed by this task	How often is this task performed (Daily, Weekly, Monthly)
1. Mutual aid with other fire services, take a piece of equipment to their fire and operate it for them.	Assist other fire service with fire protection	1%	Annually

**Job Hazards**

Tasks	How performance of the task can cause harm to personal health or safety.	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Lifting and carrying	Strains and pulls	Daily

***Problem Solving Complexity***

<b>Problem you have experienced</b>	<b>Solutions you came up with</b>	<b>How you arrived at the solutions</b>	<b>Who approved the solution</b>
1. Trouble shooting electrical and mechanical repairs	Diagnosis and problem solving	Experience	Self and supervisor

Physical demands: On feet much of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces, frequent lifting of light objects and occasional lifting of heavy objects.

## FIRE APPARATUS MECHANIC

### SUPPLEMENTAL REQUIREMENTS/CERTIFICATIONS

If you have no certifications or training for the questions below, please answer **NONE**.

1. CDL (NV) Class A or B with Tanker Endorsement: \_\_\_\_\_  
\_\_\_\_\_
2. Certification in Service, Maintenance, Overhaul and Installation of Fire Pumps and Accessories: \_\_\_\_\_  
\_\_\_\_\_
3. Certification in Scott Air-Pak 4.5/50/75 Self Contained Breathing Apparatus Overhaul and Maintenance with use of Posi Check Test Bench: \_\_\_\_\_  
\_\_\_\_\_
4. Certification in Welding and Maintenance of Poly Water Tanks: \_\_\_\_\_  
\_\_\_\_\_
5. Certification in Maintenance and Overhaul in Compressed Air Foam Systems (CAFS) and Products: \_\_\_\_\_  
\_\_\_\_\_
6. Certification in Professional Scuba Inspectors Training Program for Cylinder Inspection and Maintenance: \_\_\_\_\_  
\_\_\_\_\_
7. Training in Firehouse Software (Version 7.5 or higher): \_\_\_\_\_  
\_\_\_\_\_
8. Understanding and Application of National Fire Protection Association (NFPA) Codes for Repairs made on Fire Apparatus, Fire Equipment, Hose Testing, Hydrant Testing, Record Keeping, etc. \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**\*Upon request copies of any certifications for above items must be presented.**