

Job Title: Fire Apparatus Mechanic

Supervisor:

Incumbent(s):

Responsibility and Accountability

| Functional responsibilities | Method of accountability |
|-------------------------------------|--|
| 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 |

| Most important frequently occurring tasks | Percentage of total time consumed by this task | Purpose and desired outcome of the task | How often is this task performed (Daily, Weekly, Monthly) |
|--|--|--|---|
| 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

| Tasks that impact public Safety and health | Please explain the purpose and desired outcome of the task | Frequency of the task (Daily, Weekly, Monthly, Annually) |
|---|--|---|
| 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)**

| Tasks | Purpose and desired outcome of the task | Frequency of the task (Daily, Weekly, Monthly, Annually) |
|---|---|---|
| 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)

| Tasks | Purpose and desired outcome of the task | Frequency of the task (Daily, Weekly, Monthly, Annually) |
|--|---|---|
| 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

| Problem you have experienced | Solutions you came up with | How you arrived at the solutions | Who approved the solution |
|---|-----------------------------------|---|----------------------------------|
| 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.